

# 2002-2003



## *Kentucky Career Guide*

### KCR

Kentucky Career Resources

## A Letter To Students

Your journey through high school, which will help you have a successful transition to adult life, has begun. Throughout your high school years, you will make many important decisions. **Two such decisions are: (1) to graduate from high school; and (2) to choose an appropriate career path that matches your interests and abilities.**

The purpose of this Career Guide is to provide career/occupational information to assist you and your parents/guardians in making decisions related to your future career. The 1998-1999 freshman class will be the first class to graduate under **the new Kentucky high school graduation requirements**. The **Career Guide** lists these requirements, which are 22 credits and an Individual Graduation Plan (IGP).

The required student IGP has an emphasis on career development, and this **Career Guide** provides much information related to career selection. It lists many occupations, their entry requirements, and the location of Kentucky schools with training programs for these occupations. The **Career Guide** notes the openings for these occupations in both Kentucky and the nation. It also contains a Student Financial Aid Checklist.

The Commonwealth of Kentucky has a new logo, "**Education Pays**," that is on highway signs, state maps and stationery. The **Career Guide** lists the total lifetime earnings by level of education -- notice the big difference in earnings for those with *more education*. Your grade point average (GPA) and other scholastic achievements can provide funds for postsecondary education, such as the state's new Kentucky Educational Excellence Scholarship (KEES) and other financial awards.

The Career Guide can assist you with choosing your high school courses, which are recorded on your individual school **transcript**. The transcript also contains your grades, attendance record, assessments, and other information related to your school accomplishments. Many Kentucky businesses now request a copy of your high school transcript when you apply for summer and part-time jobs. Your school transcript reflects both your past experiences with and future plans for a desired career.

Ask your parents/guardians, other family members, teachers, school counselors, school administrators, and employers about careers which interest you. Personally choose a career path that seems best for you, and enroll in courses/work experiences in that career. Choose another path, if your first one is unsatisfactory. Find the one that most fits *you*.

As you discover *your* best career path, you will also learn about your own unique abilities, skills, and talents. This knowledge will enrich your transition to adult life, postsecondary education, employment, and the exciting future that awaits you!

## **Special Message to Parents**

***You are the single most powerful influence on your child's career planning.*** Statistics show that high school students and graduates rank their parents above teachers and counselors as significant career-planning resources.

*Choosing a career is an important process in your child's life, a process that requires your guidance and support. Your child's decision to attend college, a vocational or proprietary school, enter military service, or enter the labor force directly after high school depends greatly on the information he or she receives.*

*The **Kentucky Career Guide** can be a good place to start. There are no limits to the possibilities for fulfilling career goals. As you read through this publication, remember that the only thing which can hold your child back is a lack of preparation. The following are hints in helping your child with the career-planning process.*

- *Discuss the information in this publication with your child.*
- *Check newspapers and magazines for career-related articles.*
- *Get involved and encourage your child to get involved in career-planning activities at school.*
- *Make time for discussions about careers, education, and training.*
- *Talk to school counselors about where to secure more career information.*
- *Be sure to listen to each other.*
- *Your child is an extension of you.*

*Counselors in a variety of settings may assist you and your child by administering interest and aptitude tests and by guiding you through the **Kentucky Career Information System (KCIS)**. This permits the student to understand the variety of careers available, based upon his or her own likes and dislikes, time willing to spend in education and training to prepare for a selected career, and the Kentucky and national outlook for the chosen career(s).*

*Keep in mind that no matter how much help and information you provide, a career choice is always a personal decision. **If you help your child now, a good start toward a solid and exciting future is enhanced.***



## Purpose of the Career Guide

This *Kentucky Career Guide* is a publication of the Kentucky Career Resources, a partnership of state and federal agencies whose members work jointly to support and encourage career counseling and information in the Commonwealth of Kentucky.

The Guide is primarily designed for **students** and others in the career decision making process. It is provided to school counselors, employment services offices, One-Stop Career Centers, and schools operating under the Kentucky Community and Technical College System(KCTCS) (most community colleges and postsecondary vocational technical schools).

Obtaining a suitable education to find a rewarding and appropriate career is not an easy task, it takes hard work and perseverance. Our **objective** is **to open windows of opportunity by providing you the competitive edge that comes from being well informed. We are here to be of assistance to you.**

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*Kentucky Career Resources does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or creed, marital status in accordance with Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Americans with Disabilities Act of 1990.*

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## Introduction

The *Kentucky Career Guide* publication is a cooperative and coordinated multi-agency joint venture between the organizations that constitute the membership of the Kentucky Career Resources Network. We have joined together as **one unit** to jointly solve problems relating to education, training, employment, and economic development. Information is normally updated on an annual basis.

The **objectives** of the KOICC are listed below:

- (a) to promote communication, cooperation, and coordination between users and producers of data and information relating to education, training, employment, and economic development;
- (b) to develop, implement, and operate a Kentucky Career Information System for use by counselors, students, the unemployed, and others in the career decision making process; and
- (c) to provide information and training to user groups on new programs and resources which are available for utilization in the enhancement of common endeavors.

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PHONE (859) 246-3138  
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MURRAY STATE UNIVERSITY  
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MURRAY KY 42071-0009  
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WESTERN KENTUCKY UNIVERSITY  
1 BIG RED WAY  
BOWLING GREEN KY 42101-3576  
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KENTUCKY STATE UNIVERSITY  
400 E MAIN ST  
FRANKFORT KY 40601  
PHONE (502) 597-6442  
FAX (502) 597-6409

UNIVERSITY OF KENTUCKY  
S LIMESTONE  
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STE 320  
1024 CAPITAL CENTER DR  
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UNIVERSITY OF LOUISVILLE  
209 GRAWEMEYER HALL  
LOUISVILLE KY 40292  
PHONE (502) 852-6160  
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EASTERN KENTUCKY UNIVERSITY  
521 LANCASTER AVE  
RICHMOND KY 40475-3102  
PHONE (859) 622-3884  
FAX (859) 622-8136

MOREHEAD STATE UNIVERSITY  
UNIVERSITY BLVD  
MOREHEAD KY 40351-1689  
PHONE (606) 783-2002  
FAX (606) 783-5043

NORTHERN KENTUCKY UNIVERSITY  
NUNN DR  
HIGHLAND HEIGHTS KY 41099  
PHONE (859) 572-5360  
FAX (859) 572-6121  
redding@nku.edu

BRESCIA UNIVERSITY  
717 FEDERICA ST  
OWENSBORO KY 42301-3023  
PHONE (270) 686-4236  
FAX (270) 686-4201

CAMPBELLVILLE UNIVERSITY  
1 UNIVERSITY DR  
CAMPBELLVILLE KY 42718-2799  
PHONE (270) 789-5001  
FAX (270) 789-5020

THOMAS MORE COLLEGE  
333 THOMAS MORE PKWY  
CRESTVIEW HILLS KY 41017-3495  
PHONE (859) 344-3348  
FAX (859) 344-3649

GEORGETOWN COLLEGE  
400 E COLLEGE ST  
GEORGETOWN KY 40324-1696  
PHONE (502) 863-8030  
FAX (502) 863-8891  
bcrouch@georgetowncollege.edu

MIDWAY COLLEGE  
512 E STEPHENS ST  
MIDWAY KY 40347-1120  
PHONE (859) 846-5310  
FAX (859) 846-5349

SAINT CATHARINE COLLEGE  
2735 BARDSTOWN RD  
SAINT CATHARINE KY 40061  
PHONE (859) 336-5082  
FAX (859) 336-5031

MID-CONTINENT COLLEGE  
99 POWELL RD E  
MAYFIELD KY 42066  
PHONE (270) 247-8521 EXT 16  
FAX (270) 247-3115

UNION COLLEGE  
310 COLLEGE ST  
BARBOURVILLE KY 40906-1499  
PHONE (606) 546-4180  
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FAX (606) 546-1609

## MAJOR KENTUCKY COLLEGES AND UNIVERSITIES

KENTUCKY CHRISTIAN COLLEGE  
100 ACADEMIC PKWY  
GRAYSON KY 41143  
PHONE (606) 474-3000 EXT 3246  
FAX (606) 474-3155

LINDSEY WILSON COLLEGE  
210 LINDSEY WILSON ST  
COLUMBIA KY 42728-1298  
PHONE (270) 384-5030  
FAX (270) 384-8009

BELLARMINE COLLEGE  
2001 NEWBURG RD  
LOUISVILLE KY 40205-0671  
PHONE (502) 452-8234  
FAX (502) 452-8033

SPALDING UNIVERSITY  
851 S 4TH ST  
LOUISVILLE KY 40203-2188  
PHONE (502) 585-7100  
FAX (502) 581-7156

KENTUCKY WESLEYAN COLLEGE  
3000 FREDERICA ST  
OWENSBORO KY 42301  
PHONE (270) 926-3111 EXT 101  
FAX (270) 926-1680

ASBURY COLLEGE  
1 MACKLEM DR  
WILMORE KY 40390-1198  
PHONE (859) 858-3511 EXT 2110  
FAX (859) 858-3921

CENTRE COLLEGE  
600 W WALNUT ST  
DANVILLE KY 40422-1394  
PHONE (859) 238-5200  
FAX (859) 236-9610

TRANSYLVANIA UNIVERSITY  
300 N BROADWAY  
LEXINGTON KY 40508-1797  
PHONE (859) 233-8111  
FAX (859) 233-8797

BEREA COLLEGE  
101 CHESTNUT ST  
BEREA KY 40404-0002  
PHONE (859) 985-9341 EXT 5520  
FAX (859) 985-1801

PIKEVILLE COLLEGE  
214 SYCAMORE ST  
PIKEVILLE KY 41501  
PHONE (606) 432-9300  
FAX (606) 432-9328

ALICE LLOYD COLLEGE  
100 PURPOSE RD  
PIPPA PASSES KY 41844-9701  
PHONE (606) 368-2101 EXT 6027  
FAX (606) 368-2020

SULLIVAN UNIVERSITY  
3101 BARDSTOWN RD  
LOUISVILLE KY 40205  
PHONE (502) 456-6504 EXT 321  
FAX (502) 456-0040

CUMBERLAND COLLEGE  
6191 COLLEGE STATION DR  
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FAX (606) 549-2820

Occupational Title and Description	Related Occupations	Employment Growth and Opportunities	Education and Training	Wages
<p>&gt; The occupations in this report are based on the National <i>Occupational Employment Statistics</i> (OES) Title &amp; Coding Structure.</p> <p>If an occupation requires special licensing or certification, based upon demonstration of competency [examination] and/or meeting minimum educational standards, this will be reflected by [L/C] following the job title.</p>	<p>This column lists other occupations with similar or related duties and responsibilities that are similar to the titled occupation listed in the first column.</p>	<p>Growth is the total number of jobs an occupation gained or lost over the 1998 to 2008 period. In Kentucky, the average percent in employment over the ten year period for all occupations is 15.9%; therefore, the following general rule applies:</p> <ol style="list-style-type: none"> <li>1) very fast growth if &gt;30%;</li> <li>2) fast growth if &gt;18%&lt;30%;</li> <li>3) average growth if percent change is between 12% and 18%;</li> <li>4) slow growth if &gt;5% &lt;12%;</li> <li>5) very slow growth if &gt;0% &lt;5%;</li> <li>6) declining or negative growth if &lt;0%</li> </ol>	<p>This column was developed to reflect the level of education being offered for the occupation in Kentucky.</p> <p>The Specific Vocational Preparation (SVP) is the amount of time required to learn the techniques, acquire the information and develop the academic and technical skills needed for average performance in the specific job-worker situation. This training may be acquired in school, work, military or vocational environment. It does not include the orientation or training required of a fully-trained worker to become accustomed to the special conditions of any new job.</p>	<p>The wages in this report are based on the Kentucky 2001 estimated median wages.</p>

OCCUPATIONAL TITLE AND DESCRIPTION	RELATED OCCUPATIONS	EMPLOYMENT GROWTH AND OPPORTUNITIES	EDUCATION AND TRAINING (USUALLY REQUIRED)	YEARLY SALARY
<b>Accountants and Auditors</b> - [L/C] - design, set up, compile, maintain and analyze business records and prepare financial reports and tax statements. Handle the financial records of a company. Work for government agencies in financial management, auditing and budget administration.	Bank Examiners Budget Analysts Tax Examiners Tax Specialists	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 11,612 Employed in 1998 277 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$38,896
<b>Adjudicators and Hearing Officers</b> - [L/C] - conduct quasi-judicial hearings to determine existence and amount of liability in claims filed against individuals or organizations. Recommend acceptance or rejection of compromise settlement offers. Analyze evidence and applicable laws and regulations to determine conclusions. Issue written decisions.	Appeal Referees Judges Lawyers	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 720 Employed in 1998 11 Needed Annually	Bachelor's Master's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	N/A
<b>Aircraft Engine Specialists</b> - service and repair all types of aircraft engines and mechanical or hydraulic systems. Work with blue prints and engineering orders. Inspect wiring, switches and controls to make sure they are in safe operating order.	Aircraft Engine Assemblers Aircraft Mechanics Automotive Mechanics	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 15 Employed in 1998 0 Needed Annually	Military Vocational Diploma Associate  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$29,744
<b>Aircraft Pilots, Commercial/Flight Engineers</b> - fly and navigate aircraft to carry out a wide variety of tasks. Most are involved in transporting passengers, cargo and mail. Others may dust crops, spread seed for re-forestation, fight fires, take photographs or fly in air defense missions. Requires Federal Aviation Agency license.	Flight Mechanics	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 5,127 Employed in 1998 190 needed annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 2 tp 10 Years	\$128,360
<b>Animal Caretakers Except Farm</b> - perform a combina-	Dog Groomers	<b>US</b> Fast Growth	Associate	\$20,592

tion of duties involving the care, breeding, marketing and testing of animals in kennels, hospitals, zoos, farms and laboratories, while keeping accurate records on each.	Racehorse Grooms Stable Attendants Veterinary Assistants	<b>KY OPPORTUNITIES</b> 4,021 Employed in 1998 149 Needed Annually	Specific Vocational Preparation (SVP) Time: 1 to 2 Years	
<b>Announcers/ Radio and TV</b> - broadcast news, weather, commercials, sports and live events. Play music, host programs and run switching and transmitting equipment.	News Analysts Disc Jockeys Narrators Reporters	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 961 Employed in 1998 23 Needed Annually	Proprietary Education Bachelor's  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$18,304
<b>Architects Except Landscape &amp; Marine</b> - [L/C] - plan, design and supervise the construction of all types of buildings, houses, schools, theaters, hospitals, factories, libraries, etc.	Architectural Designers Drafters Engineers Interior Designers	<b>US</b> N/A  <b>KY OPPORTUNITIES</b> 1,016 Employed in 1998 42 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$49,296
<b>Automotive Body Repairers &amp; Related Repairers</b> - repair or replace damaged sections on auto bodies and frames. Remove dents, weld metal, replace parts, patch and repaint surfaces. May install glass or repair or replace vinyl top coverings.	Automobile Mechanics Automotive Painters Glass Installers Welders and Cutters	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 3,380 Employed in 1998 163 Needed Annually	Apprenticeship Military Vocational Diploma  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$26,832
<b>Bakers</b> - mix and bake ingredients according to recipes to produce breads, pastries and other baked goods.	Chefs Cooks Dough Mixers Food Service Workers	<b>US</b> N/A  <b>KY OPPORTUNITIES</b> 1,969 Employed in 1998 90 Needed Annually	OJT Military Associate	\$18,720
<b>Bank Tellers</b> - handle money transactions for customers of banks or other financial institutions.	Cashiers Exchange Clerks	<b>US</b> N/A	OJT Military	\$17,472

Cash checks and accept deposits and payments. Payout withdrawals. Balance the day's accounts and wrap money after banking hours.	New Account Clerks	<b>KY OPPORTUNITIES</b> 8,743 Employed in 1998 375 Needed Annually	Proprietary Education  Specific Vocational Preparation (SVP) Time: 6 Months to 1 Year	
<b>Barbers</b> - [L/C] - cut, style, and arrange hair on the human neck and head, as well as giving shampoos, massages, and shaves.	Cosmetologists Hairdressers Hair Stylists	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 1,602 Employed in 1998 45 Needed Annually	Military Proprietary Education Vocational Diploma  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$25,792
<b>Bartenders</b> - mix and serve alcoholic and non-alcoholic drinks to patrons following standard recipes. May serve snacks. May be responsible for ordering liquor and other supplies.	Counter Attendants Dietetic Technicians Food Servers Host/Hostesses Waiters/Waitresses	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 3,537 Employed in 1998 178 Needed Annually	OJT Proprietary Education  Specific Vocational Preparation (SVP) Time: 30 Days to 3 Months	\$13,728
<b>Boilermakers</b> - [L/C] - build or assemble steam boilers, storage tanks and other large containers that hold liquid and gases. Repair boilers and keep them working.	Iron Workers Millwrights Plumbers and Pipefitters Welders	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 358 Employed in 1998 13 Needed Annually	Apprenticeship  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	N/A
<b>Brick and Stone Masons</b> - build walls, fireplaces, chimneys, arches, and piers using masonry materials and mortar.	Cement Masons Hard Tile Setters Plasterers	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b>	Apprenticeship Vocational Diploma	\$40,352

		963 Employed in 1998 63 Needed Annually	Specific Vocational Preparation (SVP) Time: 4 to 10 Years	
<b>Broadcast and Sound Technicians</b> - install, operate and maintain electronic equipment used to record or transmit radio and television programs. Work with microphones, sound recorders, lights, and sound effects. Federal license may be required.	Electrical and Elec- tronic Technicians Radio and TV Service Technicians	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 483 Employed in 1998 15 Needed Annually	Military Proprietary Education Vocational Diploma Associate  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$24,871
<b>Bus Drivers and Transit/Intercity</b> - [L/C] - drive buses to transport passengers and freight. Assist passen- gers with baggage and collect tickets or cash fares.	Chauffeurs School Bus Drivers Taxi Drivers Truck Driver	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 1,759 Employed in 1998 56 Needed Annually	OJT Proprietary Education Vocational Diploma  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$21,216
<b>Butchers/Slaughterers and Meat Cutters</b> - cut, trim and prepare carcasses and consumer-sized portions of meat for sale or use in food service establishments.	Meat, Poultry and Fish Cutters	<b>US Very Slow Growth</b>  <b>KY OPPORTUNITIES</b> 2,336 Employed in 1998 55 Needed Annually	OJT Apprenticeship Military  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	N/A
<b>Cabinetmakers and Bench Carpenters</b> - cut, shape and assemble wood fixtures, office equipment, cabinets and high-grade furniture. Set up and operate power saws, joiners, molders, tenoners, shapers and other machines.	Carpenters Furniture Finishers Wood Machinists	<b>US Slow Growth</b>  <b>KY OPPORTUNITIES</b> 1,618 Employed in 1998 50 Needed Annually	OJT Apprenticeship Vocational Diploma  Specific Vocational	N/A
<b>Carpenters</b> - make and repair wooden structures, structural members, fixtures and equipment using carpentry tools and woodworking machines following local building codes. Must be very skillfull as finish	Drywall Installers Plasterers Roofers	<b>US Slow Growth</b>  <b>KY OPPORTUNITIES</b> 14,850 Employed in 1998	OJT Apprenticeship Vocational Diploma	\$29,952



work is visible and often involves expensive materials.

622 Needed Annually

Specific Vocational Preparation (SVP)  
Time: 2 to 4 Years

**Cashiers** - receive and disburse money in businesses other than banks. Usually involves cash registers, adding machines, change makers and computer scanners.

Sales Persons  
Tellers  
Vendors

**US Average Growth**

OJT

\$13,936

**KY OPPORTUNITIES**

51,924 Employed in 1998  
3,321 Needed Annually

Specific Vocational Preparation (SVP)  
Time: 6 Months to 1 Year

**Chemical Engineers** - [L/C] - design chemical plant equipment device processes for use in the manufacture of chemicals, synthetic rubber, plasters, detergents, cement, paper and other manufactured goods.

Chemists  
Engineers

**US Slow Growth**

Bachelor's

\$67,392

**KY OPPORTUNITIES**

760 Employed in 1998  
26 Needed Annually

Specific Vocational Preparation (SVP)  
Time: 4 to 10 Years

**Chemical Equipment Controllers/Operators** - control equipment or systems that process chemical substances into specified industrial or consumer products according to knowledge of operating procedures, chemical reactions, laboratory test results and correlation of process instrumentation.

Chemical Equipment  
Tenders  
Chemical Technicians  
Mixer Operators

**US Average Growth**

OJT  
Apprenticeship

\$48,464

**KY OPPORTUNITIES**

1,867 Employed in 1998  
97 Needed Annually

Specific Vocational Preparation (SVP)  
Time: 1 to 2 Years

**Chemical Technician/Technologist Except Health** - work under the direction of a chemist or chemical engineer in making qualitative and quantitative analyses of solids, liquids and gaseous materials for research and development of new products.

Chemical Equipment  
Controllers/Operators  
Laboratory Technicians

**US Average Growth**

Vocational Diploma  
Associate

\$37,232

**KY OPPORTUNITIES**

1,150 Employed in 1998  
27 Needed Annually

Specific Vocational Preparation (SVP)

**Childcare Workers** - lead activities in nursery schools or playrooms operated for patrons of theaters, department stores, hotels, businesses and similar organizations. Participate in games, read to children and teach them simple painting, drawing, songs and

Day Care Workers  
Nursery School  
Attendants

**US Slow Growth**

OJT  
Vocational Diploma  
Associate

\$15,392

**KY OPPORTUNITIES**

17,777 Employed in 1998  
814 Needed Annually

Specific Vocational

similar activities.

Preparation (SVP)  
Time: 30 Days to 3  
Months

**Chiropractors** - [L/C] - diagnose and treat patients having diseases or disorders relating to subluxation of the articulations of the human spine and its adjacent tissues by indicated adjustment or manipulation.

Podiatrists  
Respiratory Therapists

**US Average Growth**

**KY OPPORTUNITIES**

550 Employed in 1998  
37 Needed Annually

Bachelor's  
Master's

\$69,472

Specific Vocational  
Preparation (SVP)  
Time: 4 to 10 Years

**Civil Engineering Technicians/Technologists** - assist - assist Civil Engineer in plan preparation, acceptance testing, evaluation of field conditions, design changes and reports in the application of principles, methods and techniques of civil engineering technology.

Engineering Technicians  
All Other

**US Slow Growth**

**KY OPPORTUNITIES**

2,133 Employed in 1998  
82 Needed Annually

Vocational Diploma  
Associate  
Bachelor's

\$36,816

Specific Vocational  
Preparation (SVP)  
Time: 2 to 4 Years

**Civil Engineers** - [L/C] - design and supervise construction of such structures as roads, airports, harbors, bridges, dams, pipelines, water and sewage systems, buildings and subdivisions. Duties include drawing plans, making models, comparing costs of various methods and ensuring the project complies with regulations.

Architects  
Engineers

**US Slow Growth**

**KY OPPORTUNITIES**

1,776 Employed in 1998  
66 Needed Annually

Bachelor's

\$53,248

Specific Vocational  
Preparation (SVP)  
Time: 4 to 10 Years

**Clergy** - provide spiritual leadership through worship services, personal counseling and other activities. Prepare and deliver sermons, conduct religious rites such as weddings and funerals, provide religious instruction and counsel individuals or groups.

Counselors  
Psychologists  
Social Workers

**US Average Growth**

**KY OPPORTUNITIES**

9,097 Employed in 1998  
324 Needed Annually

OJT  
Bachelor's  
Master's

\$33,904

Specific Vocational  
Preparation (SVP)

<p><b>Clerks/Law</b> - [L/C] - search and study legal records and documents to obtain data applicable to cases under consideration. Prepare rough draft of briefs and arguments. File pleas with court clerk.</p>	<p>Lawyers Paralegal Personnel</p>	<p><b>US</b> Average Growth</p> <p><b>KY OPPORTUNITIES</b> 547 Employed in 1998 6 Needed Annually</p>	<p>Time: 4 to 10 Years Bachelor's Master's</p> <p>\$18,928</p>
<p><b>Clerks/New Account</b> - interview persons desiring to open banking accounts. Explain banking services available to prospective customers and assist in preparing application forms.</p>	<p>Credit Analysts Loan Interviewers Tellers</p>	<p><b>US</b> Very Slow</p> <p><b>KY OPPORTUNITIES</b> 1,040 Employed in 1998 51 Needed Annually</p>	<p>Specific Vocational Preparation (SVP) Time: 2 to 4 Years</p> <p>OJT Proprietary Education Associate</p> <p>\$22,464</p>
<p><b>Commercial Artists/Artists and Related Workers</b> - create paintings, sculptures and other works of art for public and private display. May carve, cut, bend, arrange and fasten materials such as clay, bone, wood, metal or paper to form their works of art.</p>	<p>Art Directors Cartoonists Designers Graphic Designers</p>	<p><b>US</b> Fast Growth</p> <p><b>KY OPPORTUNITIES</b> 2,416 Employed in 1998 125 Needed Annually</p>	<p>Specific Vocational Preparation (SVP) Time: 1 to 2 Years Bachelor's</p> <p>N/A</p> <p>Specific Vocational Preparation (SVP) Time: 2 to 4 Years</p>
<p><b>Computer Support Specialists</b> - provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients; inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail and operating systems.</p>	<p>Electronic Technicians Data Processing Equipment Repairers Office Machine Repairers</p>	<p><b>US</b> Very Fast</p> <p><b>KY OPPORTUNITIES</b> 4,426 Employed in 1998 459 Needed Annually</p>	<p>Vocational Diploma Associate</p> <p>Specific Vocational Preparation (SVP) Time: 1 to 2 Years</p>
<p><b>Computer Programmers</b> - develop, update and maintain detailed instructions or software that lists in a logical order the process that computers must execute.</p>	<p>Computer Operators Systems Analysts</p>	<p><b>US</b> Average Growth</p> <p><b>KY OPPORTUNITIES</b> 4,188 Employed in 1998 314 Needed Annually</p>	<p>Proprietary Education Associate Bachelor's</p> <p>Specific Vocational Preparation (SVP) Time: 2 to 4 Years</p> <p>\$48,464</p>

<b>Computer Systems Analyst, Electronic Data Processing</b> - analyze data processing requirements to determine system capabilities for projected work loads. Plan layout and installation of new or modified system. May train users.	Computer Analysts Computer Engineer Methods Analysts	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 5,384 Employed in 1998 561 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$55,120
<b>Cooks</b> - prepare and cook all types of foods in various settings, e.g., restaurants, fast food establishments, schools, etc. May take orders from customers, serve patrons, order supplies, keep records, and plan menus.	Bakers Chefs	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 28,709 Employed in 1998 1,221 Needed Annually	OJT Military Vocational Diploma Associate  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	N/A
<b>Corrections Officers and Jailers</b> - administer and enforce security policies and procedures. Inspect facilities to ensure safety conditions. Prepare written reports and oral testimony.	Bailiffs Police Officers Security Guards	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 4,391 Employed in 1998 268 Needed Annually	OJT Bachelor's  Specific Vocational Preparation (SVP) Time: 3 to 6 Months	\$21,216
<b>Counselor/ Vocational/Educational</b> -[L/C] - help people make decisions about their education, career and personal lives. Collect and analyze information about clients through interviews, aptitude, personality tests and school records.	Employment Counselors Parole Officers Psychologists Social Workers	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b> 1,958 Employed in 1998 84 Needed Annually	Bachelor's Master's  Specific Vocational Preparation (SVP) Time: 4 to 10	\$44,096
<b>Data Entry Keyers</b> - operate a data entry terminal to record or verify alphabetic and/or numeric data on disks or tape.	Computer Operators Office Machine Operators Typists	<b>US</b> Very slow Growth  <b>KY OPPORTUNITIES</b> 7,283 Employed in 1998 277 Needed Annually	OJT Military Proprietary Education  Specific Vocational Preparation (SVP) Time: 3 to 6 Months	\$18,928

<b>Dental Assistants</b> - help dentist prepare, examine and treat patients. Sterilize and maintain instruments and prepare tray setups for dental procedures. Expose and process x-rays. May have clerical duties also.	Dental Hygienists Dental Lab Technicians	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 2,548 Employed in 1998 157 Needed Annually	Military Vocational Diploma  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$22,464
<b>Dental Hygienists</b> - [L/C] - work under the supervision of a dentist. Clean and polish teeth, take and develop x-rays and note conditions of decay and disease. Teach patients dental care.	Dental Hygienists Dental Lab Technicians	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 1,754 Employed in 1998 120 Needed Annually	Associate Bachelor's  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$48,672
<b>Dental Laboratory Technicians/Precision</b> - [L/C] - make and repair dentures, crowns and bridges to restore or replace teeth.	Dental Assistants Dental Hygienists	<b>US</b> N/A  <b>KY OPPORTUNITIES</b> 454 Employed in 1998 9 Needed Annually	Associate  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$22,672
<b>Dentists</b> - [L/C] - diagnose and treat diseases, injuries and malformations of teeth or gums and related oral structures.	Oral Pathologists Oral Surgeons Physicians	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 2,100 Employed in 1998 81 Needed Annually	Bachelor's Master's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$108,992
<b>Dietetic Technicians</b> - assist dietitians in planning meals. Generally responsible for food purchases and may supervise the preparation and serving of the food.	Chefs Dietitians Food Products Testers	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b> 278 Employed in 1998 10 Needed Annually	Associate  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$22,672
<b>Dietitians and Nutritionists</b> - [L/C] - organize, plan and conduct food service or nutritional programs to promote health and disease control. May plan,	Chefs Dietetic Technicians Food Service and	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b>	Bachelor's  Specific Vocational	\$40,352

organize and conduct programs in nutritional research.	Lodging Managers	749 Employed in 1998 27 Needed Annually	Preparation (SVP) Time: 4 to 10 Years	
<b>Dispatchers Except Police/Fire/Ambulance</b> - relay information and orders using two-way radios to coordinate the movement of aircraft, vehicles, freight and people. Maintain records of requests and services performed. Some aircraft dispatchers must be Federal Aviation Administration certified.	Air Traffic Controllers Telecommunications Operators	<b>US Fast Growth</b>  <b>KY OPPORTUNITIES</b> 2,243 Employed in 1998 79 Needed Annually	OJT Military  Specific Vocational Preparation (SVP) Time: 3 to 6 Months	\$27,248
<b>Drafters</b> - make detailed drawings of buildings, products and machinery from sketches and specifications conceived by engineers, architects and designers.	Detailers Engineering Technicians Technical Illustrators	<b>US Fast Growth</b>  <b>KY OPPORTUNITIES</b> 3,009 Employed in 1998 115 Needed Annually	Proprietary Education Vocational Diploma Associate  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	N/A
<b>Economists</b> - conduct research, prepare reports and formulate plans to aid in solution of economic problems arising from the production and distribution of goods and services. Forecast economic trends and develop the best ways to use resources.	Accountants Financial Analysts Statisticians Urban and Regional Planners	<b>US Fast Growth</b>  <b>KY OPPORTUNITIES</b> 311 Employed in 1998 15 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	N/A
<b>Education Administrators</b> - [L/C] - plan, coordinate and manage the business and academic operations of educational institutions. Prepare and present budgets and new programs. Develop and implement policy guidelines for staff. Recruit and hire personnel.	Career Counselors Education Specialists Registrars Teachers	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 6,305 Employed in 1998 230 Needed Annually	Master's  Specific Vocational Preparation (SVP) Time: 4 TO 10 Years	\$63,330
<b>Electrical and Electronic Engineers</b> - [L/C] - design, develop, test and supervise the manufacturing and installation of electrical and electronic equipment components including computers, related equipment and systems.	Electrical Technicians Electronic Technicians Engineers	<b>US Slow Growth</b>  <b>KY OPPORTUNITIES</b> 4,023 Employed in 1998 183 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$60,736
<b>Electrical and Electronic Technicians/Technologists</b> - apply electronic devices and systems to the control of equipment in industry, the home and laboratories.	Electricians Engineers	<b>US Slow Growth</b>  <b>KY OPPORTUNITIES</b>	Apprenticeship Military Proprietary Education	\$44,928

		1,983 Employed in 1998 89 Needed Annually	Vocational Diploma Associate Bachelor's	
			Specific Vocational Preparation (SVP) Time: 2 to 4 Years	
<b>Electricians</b> - layout, assemble, install, maintain and test electrical fixtures, apparatus, wiring and equipment. Insure that the work is in accordance with established codes.	Electrical Technicians Electronic Technicians Line Installers and Repairers	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 9,082 Employed in 1998 335 Needed Annually	Apprenticeship Military Vocational Diploma  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$36,816
<b>Emergency Medical Technicians/Paramedics</b> - [L/C] - provide immediate care to critically ill or injured people while being transported to a hospital or emergency care facility. Normally in contact with hospital-based medical personnel.	Licensed Practical Nurse Physician Assistant Registered Nurse	<b>US Very Fast Growth</b>  <b>KY OPPORTUNITIES</b> 2,906 Employed in 1998 148 Needed Annually	Military Vocational Diploma Associate  Specific Vocational Preparation (SVP) Time: 6 Months to 1 Year	\$19,760
<b>Employment Interviewers</b> - recruit, interview and evaluate job applicants to determine the best possible match of employer and employee. May administer and analyze aptitude and proficiency tests.	Counselors Personnel Officers Recruiters Social Workers	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 644 Employed in 1998 17 Needed Annually	OJT  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$33,072
<b>Farmers/Farm Managers</b> - perform duties for the operation of a farm. Concerned with planning, planting, harvesting and marketing crops; raising, tending and marketing farm animals; and managing the farm.	Agriculture Extension Agents Farm and Home Management Advisors	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 24,563 Employed in 1998 385 Needed Annually	OJT Vocational Diploma Associate Bachelor's	N/A

			Specific Vocational Preparation (SVP) Time: 2 to 4 Years	
<b>Financial Analysts/Statistical Securities</b> - analyze financial information to forecast business, industry and economic conditions for use in making investment decisions. Summarize data describing current and long-term trends in investment risks and economic influences.	Economists Statistical Analysts Statisticians	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b> 250 Employed in 1998 10 Needed Annually	Associate Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$48,800
<b>Fire Fighters</b> - fight fires to prevent loss of life and property. May inspect buildings for fire safety. Educate the public on prevention measures. Investigate the cause of fires. Rescue people and provide emergency medical assistance.	Emergency Medical Technicians Forest Fire Fighters	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 2,815 Employed in 1998 86 Needed Annually	Apprenticeship Associate Bachelor's  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$22,256
<b>Fish and Game Wardens</b> - warn, issue citations and arrest individuals suspected of violations of the law and may seize fish, game and equipment. Patrol district by boat, plane, vehicle or on foot.	Fish and Wildlife Technicians Foresters Forest Ranger Law Enforcement Officers Park Rangers	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 120 Employed in 1998 1 Needed Annually	OJT Bachelor's  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	N/A
<b>Flight Attendants</b> - perform a variety of personal services conducive to safety and comfort of airline passengers during flight. Greet passengers, verify tickets, record destinations and direct passengers to assigned seats. Explain use of safety equipment. Administer first aid. May collect money for meals and beverages.	Bartenders Stewards Stewardesses	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 2,362 Employed in 1998 58 Needed Annually	Work Experience in Related field	\$38,670
<b>Food Service and Lodging Managers</b> - direct the operation of hotels, motels and restaurants to ensure efficiency, show a profit and provide the best possible food and accommodations for customers.	Chefs Desk Clerks Executive Housekeepers	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 7,332 Employed in 1998	Work Related Training Proprietary Education Associate Bachelor's	\$28,704



	Night Auditors Restaurant Managers	289 Needed Annually	Specific Vocational Preparation (SVP) Time: 2 to 4 Years	
<b>Foresters/Conservation Scientists</b> - plan and supervise the growing, protection and utilization of trees. Make maps of forest areas, estimate the amount of standing timber and future growth and manage timber sales. Deal constantly with landowners, loggers, etc.	Fish and Wildlife Technicians Forestry Technicians Park Rangers	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 1,233 Employed in 1998 38 Needed Annually	Bachelors  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$29,984
<b>Freight and Material Handlers</b> - load, unload and move materials within or near plant, yard or work site. Load and unload materials onto or from pallets, racks, etc. Load material into vehicles. May operate industrial truck or hoist.	Dock Workers Long Shoremen Stevedores Warehousemen	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 15,476 Employed in 1998 570 Needed Annually	OJT Military  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	N/A
<b>Funeral Directors and Morticians</b> - [L/C] - prepare bodies for burial or cremation and assist the family in planning all aspects of the funeral or memorial service. Responsible for complete care of the deceased from initial notification until final interment.	Emblamers Funeral Attendants	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 910 Employed in 1998 31 Needed Annually	Associate  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$35,984
<b>Geologists/Geophysicists/Oceanographer</b> - study composition, structure and history of the earth's crust. Help locate mineral and petroleum deposits and underground water resources. Prepare reports and map findings.	Geophysicists Mining Engineers Petroleum Engineers Physical Scientists	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 272 Employed in 1998 12 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$43,264
<b>Guards</b> - protect property from illegal entry, theft and fire. May patrol and inspect buildings and grounds, checking windows, doors and gates to determine that they are secure. May use monitoring equipment to watch several locations simultaneously.	Correctional Officers and Jailers Law Enforcement Officers	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 12,077 Employed in 1998 642 Needed Annually	OJT Apprenticeship  Specific Vocational Preparation (SVP) Time: 30 Days to 3 Months	N/A

<b>Grater/Dozer/Scraper Operator</b> - operate several types of power equipment, such as pumps, hoists, cranes, derricks, shovels, tractors, scrapers, etc., to excavate, move, grade earth, erect structural or reinforcing steel, etc.	Crane Operators Dozer Operators Grader Operators Scraper Operators	<b>US</b> Very Slow Growth  <b>KY OPPORTUNITIES</b> 2,968 Employed in 1998 24 Needed Annually	OJT Apprenticeship Military Vocational Diploma  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	N/A
<b>Home Health Aides</b> - provide personal care and home management services to allow ill, elderly, convalescing and disabled persons to live in their own home.	Community Health Aides Companions Licensed Practical Nurse Nursing Assistants	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b> 6,224 Employed in 1998 394 Needed Annually	OJT  Specific Vocational Preparation (SVP) Time: 30 Days to 3 Months	\$16,848
<b>Industrial Engineering Technicians/Technologists</b> - study and record time, motion, methods and efficiency of production, perform maintenance, clerical and other work related operations.	Electrical Engineering Technicians Manufacturing Engineering Technicians	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 382 Employed in 1998 11 Needed Annually	Vocational Diploma Associate Bachelor's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$38,064
<b>Industrial Engineers Except Safety</b> - [L/C] - plan production facilities, overseeing their operation and supervising personnel in a department of an industrial establishment. Plan equipment layout, workflow and accident prevention.	Facility Engineers Manufacturing Engineers Quality Control Engineers Safety Engineers	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 2,041 Employed in 1998 57 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$57,824
<b>Insurance Adjusters/Investigators</b> - [L/C] - investigate, evaluate, negotiate and settle claims on insurance policies from accidents, fires, injuries, embezzlement and property loss and damage.	Adjudicators	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 8,111 Employed in 1998 231 Needed Annually	OJT Proprietary Education  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	N/A

<b>Insurance Sales Agents</b> - [L/C] - provide insurance advice and sell insurance contract coverage to clients.	Sales Agents	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 8,111 Employed in 1998 231 Needed Annually	OJT Proprietary Education  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$32,864
<b>Interior Designers</b> - plan layouts, color schemes and furnishings in residential, commercial and public areas. May purchase furnishings and supervise workers in the implementation of the designs.	Display Designers Graphic Designers Merchandise Displayers	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 368 Employed in 1998 17 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 6 Months to 1 Year	\$27,664
<b>Interior Finishers</b> - see Painters and Paperhangers.				
<b>Janitors and Cleaners</b> - keep facilities clean and orderly.	Housekeepers	<b>US Slow Growth</b>  <b>KY OPPORTUNITIES</b> 29,513 Employed in 1998 1,000 Needed Annually	OJT  Specific Vocational Preparation (SVP) Time: 30 Days to 3 Months	\$16,432
<b>Jewelers and Silversmiths</b> - design, make, repair and sell jewelry, watches, rings, clocks, etc.	Ring Makers	<b>US Very Slow Growth</b>  <b>KY OPPORTUNITIES</b> 353 Employed in 1998 9 Needed Annually	Post Secondary Vocational Award  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$29,328
<b>Landscape Architects</b> - [L/C] - plan and design the arrangement of vegetation, walkways and other natural features of open spaces.	Architects Environmental Designers Landscape Contractors	<b>US Fast Growth</b>  <b>KY OPPORTUNITIES</b> 248 Employed in 1998 8 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$44,512
<b>Law Enforcement Officers</b> - [L/C] - government employees whose functions are protecting life and	Corrections Officers Fish and Game	<b>US Fast Growth</b>	Certified	\$29,536

property. Includes Sheriff, Deputy Sheriff, Police Patrol Officer, Detectives, Bailiff and Federal Criminal Investigators.

Wardens

**KY OPPORTUNITIES**  
6,198 Employed in 1998  
321 Needed Annually

Specific Vocational Preparation (SVP)  
Time: 6 Months to 1 Year

**Lawyers and Judges** - [L/C] - conduct criminal and civil lawsuits, draw up legal documents and advise clients on legal rights. May conduct trials and oversee hearings before quasi-judicial or governmental agencies.

Adjudicators  
Bar Examiners  
District Attorneys  
Hearing Officers

**US Average Growth**  
  
**KY OPPORTUNITIES**  
9,165 Employed in 1998  
326 Needed Annually

Bachelor's \$84,864  
Master's  
  
Specific Vocational Preparation (SVP)  
Time: 4 to 10 Years

**Librarians** - administer library services in schools, colleges and special libraries. Assist patrons in selecting materials using manual or computerized processes. Acquire and prepare materials for use.

Bibliographers  
Library Assistants  
Media Specialists

**US Slow Growth**  
  
**KY OPPORTUNITIES**  
1,838 Employed in 1998  
51 Needed Annually

Master's \$42,224  
  
Specific Vocational Preparation (SVP)  
Time: 2 to 4 Years

**Library Assistants and Bookmobile Drivers** - support professional librarians in cataloging books, periodicals and films in libraries and information centers.

Bibliographers  
Librarians  
Media Specialists  
Mobile Library Operators

**US Average Growth**  
  
**KY OPPORTUNITIES**  
1,425 Employed in 1998  
95 Needed Annually

OJT \$15,600  
  
Specific Vocational Preparation (SVP)  
Time: 6 Months to 1 Year

**Loan Officers and Credit Analysts** - interview applicants, recommend approval/rejection of customer applications for liens of credit, commercial loans, real estate loans, etc. Credit Analysts verify loan officers information and make recommendations to underwriters.

Credit Counselors  
Financial Aid Counselors  
Loan Counselors

**US Slow Growth**  
  
**KY OPPORTUNITIES**  
3,510 Employed in 1998  
149 Needed Annually

Bachelor's \$26,832  
  
Specific Vocational Preparation (SVP)  
Time: 2 to 4 Years

**Machinists** - work from blueprints to select, set up and operate production metalworking machines

Instrument Makers  
Millwrights

**US Slow Growth**

OJT \$29,952  
Apprenticeship

to produce parts to precise specifications.	Tool and Die Makers	<b>KY OPPORTUNITIES</b> 4,984 Employed in 1998 138 Needed Annually	Military  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	
<b>Maintenance Repairers/General Utility</b> - service and repair complex mechanical, electrical and electronics equipment. Duties may involve pipefitting, boiler-making, insulating, welding, machining, machine and equipment repair, carpentry and electrical work.	Boilermakers Electricians Pipefitters/Plumbers Welders	<b>US</b> Very Slow  <b>KY OPPORTUNITIES</b> 19,327 Employed in 1998 571 Needed Annually	OJT Apprenticeship Military Vocational Diploma  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$26,832
<b>Mathematicians/Statisticians</b> - conduct research and analyze numerical data to provide information for solving managerial, scientific and engineering problems.	Actuaries Computer Programmers Economists Systems Analysts	<b>US</b> Very Slow  <b>KY OPPORTUNITIES</b> 52 Employed in 1998 1 Needed Annually	Master's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$34,736
<b>Mechanical Engineering Technicians/Technologists</b> - assist mechanical engineers with the use, testing and development of equipment. Work out manufacturing procedures, material selection, costs and production schedules.	Engineering Technicians, All Other	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 798 Employed in 1998 25 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$32,864
<b>Mechanical Engineers</b> - [L/C] - analyze, plan, design and develop tools, engines, machines and other mechanical and energy-related products. Prepare drawings and models.	Engineers, Other Metallurgists Tool Designers	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 2,580 Employed in 1998 91 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$57,200
<b>Mechanics/Aircraft</b> - inspect, service, repair and overhaul aircraft components including the engine, fuselage, wings, landing gear, flight controls and electrical and hydraulic systems. Federal Aviation Agency requires licensure.	Aircraft Engine Specialists Airframe and Power Plant Mechanics Automotive Mechan-	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 2,524 Employed in 1998 96 Needed Annually	Military Vocational Diploma  Specific Vocational Preparation (SVP)	N/A

	ics		Time: 2 to 4 Years	
<b>Mechanics/Automotive/Service Technicians</b> - inspect, maintain, diagnose and repair mechanical and electrical parts of automobiles, trucks, buses and other gasoline-powered vehicles.	Aircraft Mechanics Farm Equipment Mechanics Marine Mechanics Small Engine Repairers	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 10,941 Employed in 1998 426 Needed Annually	Apprenticeship Military Vocational Diploma  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$22,256
<b>Mechanics/Farm Equipment</b> - maintain, repair and overhaul farm equipment used to plant, cultivate and Harvest crops.	Automotive Mechanics Diesel Engine Mechanics Farm Equipment Mechanics Small Engine Mechanics	<b>US</b> Very Slow Growth  <b>KY OPPORTUNITIES</b> 950 Employed in 1998 30 Needed Annually	OJT Military  Specific Vocational Preparation (SVP) Time: 1 TO 2 Years	\$22,880
<b>Mechanics/Motorcycle</b> - diagnose, adjust and repair small gasoline engines used to power boats, motorcycles, lawn mowers, garden tractors and other machines.	Automotive Mechanics Farm Equipment Mechanics Marine Mechanics	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 170 Employed in 1998 4 Needed Annually	OJT Apprenticeship Military  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$18,928
<b>Medical Assistants</b> - perform various duties under the direction of physicians. Prepare treatment room, supplies, instruments and patients for physician.	Licensed Practical Nurse Nurse Practitioners Physician Assistants Registered Nurse	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 5,072 Employed in 1998 474 Needed Annually	Proprietary Education Vocational Diploma  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$21,424
<b>Medical/Clinical Laboratory Technicians/Technologists</b> - perform tests in microbiology, parasitology, biochemistry, blood banking, etc., in a hospital	Chemists Hematologists Radiologists	<b>US</b> Average Growth  <b>KY OPPORTUNITES</b>	Vocational Diploma Associate Bachelor's	\$27,040

setting or laboratory.	Science Technicians	4,220 Employed in 1998 101 Needed Annually	Specific Vocational Preparation (SVP) Time: 1 to 2 Years	
<b>Medical Records/Health Information Technicians</b> - compile and maintain medical and statistical information about patients for hospitals and other health care facilities.	Library Assistants Medical Assistants Medical Secretaries	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 1,406 Employed in 1998 96 Needed Annually	Vocational Diploma Proprietary Education Associate Bachelor's  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$22,256
<b>Millwrights</b> - install, repair, dismantle and replace industrial machinery and heavy equipment.	Heavy Equipment Mechanics Machinists Maintenance Repairers	<b>US</b> Very Slow Growth  <b>KY OPPORTUNITIES</b> 1,173 Employed in 1998 37 Needed Annually	Apprenticeship  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$38,480
<b>Mining Engineers Including Safety</b> - [L/C] - work with mineral deposits to locate potential mining sites, using exploration and geological data. Responsible for the safe and efficient operation of mines. Ensure reclamation and environmental compliance.	Engineers, Other Geologists	<b>US</b> Very Slow Growth  <b>KY OPPORTUNITIES</b> 241 Employed in 1998 6 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$52,000
<b>Musicians</b> - play musical instrument to entertain audience. Study and rehearse music to learn and interpret score.	Arrangers Composers Singers	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 1,692 Employed in 1998 65 Needed Annually	OJT Military Associate Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	N/A
<b>Nurses/Licensed Practical/Vocational Nurses</b> - [L/C] - help care for injured, sick or disabled persons under the supervision of a registered nurse, physician or dentist. May administer medication, monitor equip-	Emergency Medical Technician Nursing Assistants Paramedics	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b> 10,523 Employed in 1998	Proprietary Education Vocational Diploma  Specific Vocational	\$27,456

ment, change dressings, prepare food trays, maintain patient charts, take temperature and pulse rates and feed patients.

414 Needed Annually

Preparation (SVP)  
Time: 1 to 2 Years

**Nurses/Registered** - [L/C] - provide health care to injured, sick and healthy persons. Determine patient needs and develop care plans. Observe and record patients symptoms, administer medication, write reports and chart findings. Assist physician with patient care.

Emergency Medical Technicians  
Licensed Practical Nurse  
Nurse Practitioners

**US** Fast Growth

**KY OPPORTUNITIES**

31,597 Employed in 1998  
1,228 Needed Annually

Associate  
Bachelor's

\$40,768

Specific Vocational Preparation (SVP)  
Time: 4 to 10 Years

**Nursing Aides and Orderlies/Attendants** - assist in care of patients under the direction of nursing and medical staff. Bathes and transports patients, changes bedding, takes and records patients' vital signs and cleans room and facilities.

Home Health Aides  
Nursing Assistants  
Practical Nurse  
Psychiatric Aides

**US** Very Fast Growth

**KY OPPORTUNITIES**

20,254 Employed in 1998  
788 Needed Annually

OJT  
Proprietary Education  
Certified

\$17,472

Specific Vocational Preparation (SVP)  
Time: 3 to 6 Months

**Occupational Therapists** - [L/C] - assist people in special situations to prepare themselves for job entry or reentry following recovery from injury or illness.

Athletic Trainers  
Physical Therapists

**US** Very Fast Growth

**KY OPPORTUNITIES**

974 Employed in 1998  
53 Needed Annually

Bachelor's

\$50,544

Specific Vocational Preparation (SVP)  
Time: 2 to 4 Years

**Occupational Therapy Assistants/Aides** - [L/C] - under the supervision of an occupational therapist, assist people in special situations to prepare for job entry.

Occupational Therapists  
Physical Therapists  
Special Education Teachers

**US** Very Fast Growth

**KY OPPORTUNITIES**

200 Employed in 1998  
15 Needed Annually

Vocational Diploma

N/A

Specific Vocational Preparation (SVP)  
Time: 1 to 2 Years

**Office Machine/Cash Register Servicers** - service and repair office equipment such as typewriters, calculators, cash registers, copy equipment, postal meters and personal computers.

Computer Maintenance Technicians  
Electronic Technicians  
Radio and TV Service Technicians

**US** Slow Growth

**KY OPPORTUNITIES**

884 Employed in 1998  
32 Needed Annually

OJT  
Vocational Diploma  
Associate

N/A

Specific Vocational Preparation (SVP)  
Time: 2 to 4 Years



<p><b>Opticians/Dispensers</b> - [L/C] - set up and operate machines to grind and polish eyeglass lenses to prescription specifications. Assemble lenses into frames, assist customers in selection of frames and fit frames and contact lenses.</p>	<p>Optical Goods Workers Optometric Assistants Optometrists Precision Lens Grinders</p>	<p><b>US</b> Fast Growth</p> <p><b>KY OPPORTUNITIES</b> 612 Employed in 1998 19 Needed Annually</p>	<p>OJT Apprenticeship</p> <p>Specific Vocational Preparation (SVP) Time: 4 to 10 Years</p>	<p>\$26,416</p>
<p><b>Optometrists</b> - [L/C] - examine eyes and prescribe corrective lenses or treatment to protect and improve vision. Determine the presence of vision impairments, eye diseases, vision malfunctions and other abnormalities.</p>	<p>Opticians</p>	<p><b>US</b> Very Fast Growth</p> <p><b>KY OPPORTUNITIES</b> 487 Employed in 1998 23 Needed Annually</p>	<p>First Professional Degree</p> <p>Specific Vocational Preparation (SVP) Time: 4 to 10 Years</p>	<p>\$64,272</p>
<p><b>Painters and Paperhangers</b> - apply paint and wall coverings to decorate and protect wall and ceiling surfaces.</p>	<p>Carpenters Drywall Applicators Plasterers Stucco Masons</p>	<p><b>US</b> Fast Growth</p> <p><b>KY OPPORTUNITIES</b> 6,549 Employed in 1998 216 Needed Annually</p>	<p>OJT Apprenticeship</p> <p>Specific Vocational Preparation (SVP) Time: 2 to 4 Years</p>	<p>\$24,336</p>
<p><b>Paralegal/Legal Assistants</b> - assist lawyers in research during the preparation of law suits or legal documents. Gather evidence to formulate defense or to initiate legal action.</p>	<p>Law Clerks</p>	<p><b>US</b> Very Fast Growth</p> <p><b>KY OPPORTUNITIES</b> 1,567 Employed in 1998 115 Needed Annually</p>	<p>Military Proprietary Education Associate Bachelor's</p> <p>Specific Vocational Preparation (SVP) Time: 2 to 4 Years</p>	<p>\$33,072</p>
<p><b>Pest Controllers</b> - [L/C] - put traps and releases or spray poisonous gases or chemicals to kill unwanted insect pests and vermin.</p>	<p>Building Maintenance Workers Sanitarians</p>	<p><b>US</b> Very Fast Growth</p> <p><b>KY OPPORTUNITIES</b> 965 Employed in 1998 39 Needed Annually</p>	<p>OJT</p> <p>Specific Vocational Preparation (SVP) Time: 6 Months to 1</p>	<p>\$20,800</p>

		Year		
<b>Pharmacists</b> - [L/C] - prepare and dispense medication following prescriptions issued by physicians, dentists and other medical practitioners.	Biochemists Dentists Physical Scientists Physicians	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 3,057 Employed in 1998 136 Needed Annually	First Profession Degree  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$75,712
<b>Pharmacy Technicians</b> - assist pharmacists by mixing and filling prescriptions and maintaining pharmacy stock level.	Pharmacists Physical Scientists	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 2,139 Employed in 1998 92 Needed Annually	OJT  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$20,384
<b>Photographers</b> - concerned with photographing people, events, fictionalized scenes, materials and products with still or motion-picture cameras. Includes conceiving artists photographic effects and arranging and preparing subject matters.	Developers Photographic Process Workers	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 1,002 Employed in 1998 29 Needed Annually	Vocational Diploma  Specific Vocational Preparation (SVP) Time: \$22,464	\$22,464
<b>Physical Therapists</b> - [L/C] - help people overcome or adjust to physical disabilities caused by injury, illness or birth defects. Work to improve mobility, relieve pain and prevent or limit permanent physical disability.	Occupational Therapists Special Education Teachers	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 1,491 Employed in 1998 74 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$51,168
<b>Physical Therapy Assistants/Aides</b> - [L/C] - prepare patients and/or administer physical therapy treatment including massage, heat, light and sound treatment and traction. Instruct and motivate patients with learning and improving functional activities.	Occupational Therapy Assistants Special Education Teachers	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 1,268 Employed in 1998 91 Needed Annually	Vocational Diploma  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$26,102
<b>Physician Assistants</b> - [L/C] - provide patient services under direct supervision of a doctor of medicine or osteopathy. Record patient histories and orders appropriate laboratory tests.	Community Health Aides Nurse Practitioners Practical Nurses	<b>US</b> Very Fast Growth  <b>KY OPPORTUNITIES</b> 468 Employed in 1998 32 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$65,728

<b>Physicians and Surgeons</b> -[L/C] - diagnose medical problems and prescribe treatments to improve patients health. Advise people on good health practices. May specialize.	Dentists Nurse Practitioners Registered Nurses	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 8,684 Employed in 1998 367 Needed Annually	Bachelor's Master's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	<\$145,600
<b>Plumbers, Pipefitters and Steam Fitters</b> - [L/C] - assemble, install, alter and/or repair pipe systems that carry water, steam air or other liquids or gases.	AC and Heating Mechanics Boilermakers Millwrights Welders	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 6,143 Employed in 1998 14 Needed Annually	OJT  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$40,560
<b>Postal Mail Carriers</b> - sort and deliver mail on an established route either by foot or in vehicles.	Shipping and Receiving Clerks Sorters	<b>US</b> Very Slow Growth  <b>KY OPPORTUNITIES</b> 4,383 Employed in 1998 142 Needed Annually	OJT  Specific Vocational Preparation (SVP) Time: 3 to 6 Months	\$38,896
<b>Precision Instrument Repairers</b> - install, repair, maintain and adjust indicatings; recording telemetry and controlling instruments used to measure and control variables such as pressure, flow, temperature, motion, force and chemical composition.	Computer Maintenance Technicians Electronics Technicians Office Machine Repairers	<b>US</b> Very Slow Growth  <b>KY OPPORTUNITIES</b> 626 Employed in 1998 16 Needed Annually	OJT Apprenticeship Military Proprietary Education  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$45,552
<b>Psychiatric Aides</b> - assist mentally ill patients under supervision of medical and nursing staff.	Community Health Aides Home Health Aides Practical Nurses Psychologists	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 972 Employed in 1998 32 Needed Annually	Associate  Specific Vocational Preparation (SVP) Time: 3 to 6 Months	\$19,552
<b>Psychologists</b> - [L/C] - collect, interpret and apply scientific data relating to human behavior and mental processes. May include personal research and	Clergy Counselors Pastoral Counselors	<b>US</b> Growth N/A  <b>KY OPPORTUNITIES</b>	Master's  Specific Vocational	N/A

administration of testing and counseling programs.	Social Workers	1,315 Employed in 1998 51 Needed Annually	Preparation (SVP) Time: 4 to 10 Years	
<b>Purchasing Agents/Buyers</b> - plan, organize, direct, control or coordinate the purchasing of materials, products or services.	Buyers Sales Representatives	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 4,045 Employed in 1998 304 Needed Annually	OJT  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$39,936
<b>Radiologic Technicians/Technologists</b> - [L/C] - operates x-ray equipment to help diagnose and test various health problems. Prepare patients for radiologic examination, determine the duration and source of radiation, position and shield the patient, complete the exposure and develop the film.	Health Technicians Medical Lab Workers Nuclear Medical/Tech- nologists	<b>US Fast Growth</b>  <b>KY OPPORTUNITIES</b> 2,523 Employed in 1998 84 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$33,280
<b>Real Estate Appraisers</b> - [L/C] - estimate the value of real estate when it is being bought, sold, insured, taxed or mortgaged.	Claim Examiners Loan Officers Property Valuation Administrators	<b>US Slow Growth</b>  <b>KY OPPORTUNITIES</b> 1,051 Employed in 1998 32 Needed Annually	Proprietary Education  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	N/A
<b>Real Estate/Property/Community Assoc. Managers</b> - [L/C] - real estate brokers who manage rental property for the property owner on a fee basis.	Insurance Sales Agents Real Estate Sales Agents	<b>US Fast Growth</b>  <b>KY OPPORTUNITIES</b> 2,263 Employed in 1998 81 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$25,376
<b>Reporters and Correspondents</b> - collect and analyze information about newsworthy events to write news stories for publication or broadcast. Receives an assignment or evaluates news leads and news tips to develop story idea. May give live reports from site of event.	Editors Technical Writers Writers Jurnalists	<b>US Very Slow Growth</b>  <b>KY OPPORTUNITIES</b> 672 Employed in 1998 21 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	N/A
<b>Reservation and Transportation Ticket Agents</b> - make reservations and sell tickets to people traveling on airplanes, trains, buses or ships. Answer inquiries, check baggage, examine passports and visas, insure passenger seating and check-in animals.	Dispatchers Hotel Desk Clerks Travel Agents	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 1,060 Employed in 1998 34 Needed Annually	OJT Proprietary Education Associate  Specific Vocational	\$24,752

			Preparation (SVP) Time: 3 to 6 Months	
<b>Respiratory Therapists</b> - [L/C] - under a doctor's orders, set up and operate equipment such as respirators and breathing machines to help people with breathing problems. Administer medical gases. Instruct patients on breathing exercises and monitor progress.	Emergency Medical Technicians Physical Therapists Registered Nurses	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b> 1,865 Employed in 1998 114 Needed Annually	Vocational Diploma Associate Bachelor's  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$33,280
<b>Roofers</b> - cover roof of structure with slate, asphalt, aluminum, wood and related materials using brushes, knives, punches, hammers and other tools.	Carpenters Painters Sheet Metal Workers Tile Setters	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 1,805 Employed in 1998 85 Needed Annually	OJT Apprenticeship Vocational Diploma  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$28,496
<b>Sales Representatives</b> - sell goods and services where extensive knowledge of the product is required.	Automobile Sales Persons Insurance Sales Agents Retail Sales Agents	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 10,365 Employed in 1998 490 Needed Annually	OJT  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$61,360
<b>Secretaries</b> - perform a wide variety of administrative and clerical tasks to keep an office functioning smoothly. Organize office workloads, draft letters and reports, type, screen telephone calls, file, transcribe and welcome visitors.	Legal Secretaries Medical Secretaries Receptionists Typists	<b>US</b> Very Slow Growth  <b>KY OPPORTUNITIES</b> 34,914 Employed in 1998 570 Needed Annually	Proprietary Education Vocational Diploma Associate  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$21,424
<b>Secretaries/Legal</b> - prepare correspondence and papers of a legal nature, such as summons, complaints, motions and subpoenas for a lawyer or judge.	Court Reporters Legal Assistants Paralegals	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b>	Proprietary Education  Specific Vocational	\$30,160

	Secretaries	2,417 Employed in 1998 75 Needed Annually	Preparation (SVP) Time: 1 to 2 Years	
<b>Secretaries/Medical</b> - transcribe dictation, prepare correspondence and assist physicians with reports, speeches and articles. May be required to schedule appointments and prepare and maintain patients records.	Medical Assistants Medical Records Technicians Secretaries	<b>US Fast Growth</b>  <b>KY OPPORTUNITIES</b> 1,871 Employed in 1998 49 Needed Annually	Proprietary Education Vocational Diploma  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$21,424
<b>Sewing Machine Operators</b> - operate or tend sewing machines to perform operations such as joining, reinforcing or decorating sewn products.	Tailors Upholsterers	<b>US Very Slow Growth</b>  <b>KY OPPORTUNITIES</b> 15,754 Employed in 1998 396 Needed Annually	OJT Apprenticeship  Specific Vocational Preparation (SVP) Time: 6 Months to 1 Year	\$17,472
<b>Sheet Metal Workers</b> - assemble, install and repair products or equipment made of sheet metal, such as ducts for heating, cooling and ventilation systems and stamped metal for roofing and siding.	Ironworkers Structural Metal Workers	<b>US Fast Growth</b>  <b>KY OPPORTUNITIES</b> 2,644 Employed in 1998 115 Needed Annually	OJT Apprenticeship Military Vocational Diploma  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$27,040
<b>Social/Human Services Aides</b> - assist professional staff of public social services agency, performing a variety of tasks including interviewing individuals and family members to compile information on social, criminal, educational, institutional and drug history. Visit homes and attend group meetings.	Case Aides Home Health Aides Social Services Technicians	<b>US Very Fast Growth</b>  <b>KY OPPORTUNITIES</b> 2,569 Employed in 1998 228 Needed Annually	OJT  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$19,760
<b>Social Workers</b> - [L/C] - help individuals and groups to solve personal and social problems.	Case Workers Counselors	<b>US Fast Growth</b>	Bachelor's	\$28,660

	Probation Officers Social Group Workers	<b>KY OPPORTUNITIES</b> 10,650 Employed in 1998 466 Needed Annually	Specific Vocational Preparation (SVP) Time: 2 to 4 Years	
<b>Speech Pathologists/Audiologists</b> - [L/C] - examine and provide remedial services for persons with speech and hearing disorders.	Counselors Psychologists Special Education Teachers	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b> 1,625 Employed in 1998 88 Needed Annually	Master's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$42,224
<b>Stationary Engineers</b> - operate and maintain stationary engines.	Boiler Operators Power Generating Plant Powerhouse Me- chanics	<b>US</b> Very Slow Growth  <b>KY OPPORTUNITIES</b> 686 Employed in 1998 15 Needed Annually	OJT Apprenticeship Military  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$42,848
<b>Structural Metal Workers</b> - raise, place and unite griders, columns and other structural steel members to form completed structural frameworks.	Ironworkers Sheet Metal Worker	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 1,237 Employed in 1998 53 Needed Annually	OJT Apprenticeship  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$38,272
<b>Surgical Technologists</b> - assist surgeons in operating rooms. Prepare surgical equipment, instruments, operating room lights, tables and other equipment. Prepare patients for surgery and function as a member of the surgical team.	Licensed Practical Nurses Nurse Practitioners Physician Assistants	<i>US</i> Very Fast Growth  <b>KY OPPORTUNITIES</b> 933 Employed in 1998 59 Needed Annually	Vocational Diploma  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$27,664
<b>Tax Preparers</b> - prepare tax forms for individuals and small businesses.	Bookkeepers Budget Analysts Clerks, Bookkeeping and Accounting	<b>US</b> Average Growth  <b>KY OPPORTUNITIES</b> 756 Employed in 1998 36 Needed Annually	Proprietary Education  Specific Vocational Preparation (SVP) Time: 3 to 6 Months	\$20,176
<b>Teachers Aides and Educational Assistants</b> - perform	Elementary Teachers	<b>US</b> Fast Growth	OJT	\$17,420

such duties as arranging work materials, supervising students at play, operating audio-visual equipment, etc., under the supervision of a teacher.

Secondary Teachers  
Special Education  
Teachers

# **KY OPPORTUNITIES**

9,212 Employed in 1998  
405 Needed Annually

Military

Specific Vocational  
Preparation (SVP)  
Time: 30 Days to 3  
Months

**Teachers/College** - provide advanced instruction to students in specific subject areas. Methods can include lectures, discussions, research assignments and laboratory sessions.

Education Program  
Specialists  
Educational Admin-  
istrators  
Teachers, All Other

**US Fast Growth**

# **KY OPPORTUNITIES**

15,717 Employed in 1998  
294 Needed Annually

Master's

\$40,222

Specific Vocational  
Preparation (SVP)  
Time: 4 to 10 Years

**Teachers/Elementary** - [L/C] - prepare teaching materials on a wide range of subjects and present to students in grades 1 through 8.

Educators, All Other

**US Average Growth**

# **KY OPPORTUNITIES**

19,655 Employed in 1998  
678 Needed Annually

Bachelor's

\$36,910

Specific Vocational  
Preparation (SVP)  
Time: 2 to 4 Years

**Teachers/Pre-School and Kindergarten** - [L/C] - teach pupils in public or private schools physical, mental and developmental skills before entry into elementary schools.

Child Care Workers

**US Fast Growth**

# **KY OPPORTUNITIES**

4,735 Employed in 1998  
226 Needed Annually

Bachelor's

\$36,910

Specific Vocational  
Preparation (SVP)  
Time: 2 to 4 Years

**Teachers/Secondary** - [L/C] - instruct students in public or private schools in one or more subjects, such as English, Math or Social Studies in grades 9 through 12.

Principals  
School Counselors  
Teachers, All Others

**US Average Growth**

# **KY OPPORTUNITIES**

14,091 Employed in 1998  
768 Needed Annually

Bachelor's

\$40,030

Specific Vocational  
Preparation (SVP)  
Time: 2 to 4 Years

**Teachers/Special Education** - [L/C] - teach academic and living skills to individuals who have physical, mental, emotional or other types of learning dis-

Audiologists  
Education Program  
Specialists

**US Fast Growth**

# **KY OPPORTUNITIES**

Bachelor's

\$36,910

Specific Vocational



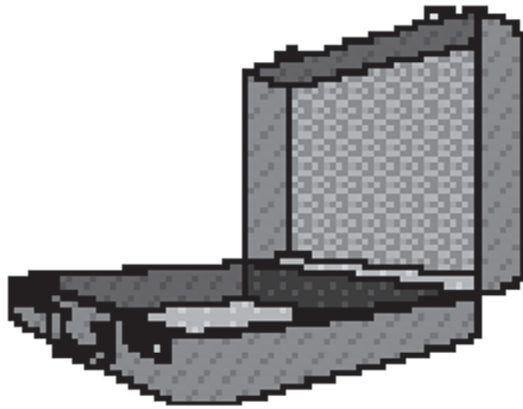
abilities.	Therapists	5,641 Employed in 1998 238 Needed Annually	Preparation (SVP) Time: 2 to 4 Years	
<b>Teachers/Instructors/Vocational Education</b> - [L/C] - teach the practical and technical aspects of specific trades to students or to workers in businesses and individual plants.	Teachers, Other	<b>US Average Growth</b>  <b>KY OPPORTUNITIES</b> 6,879 Employed in 1998 150 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 2 to 4 Years	\$39,520
<b>Technical Writers</b> - see Writers, Technical Writers and Editors. <b>Telephone and Cable TV Installers/Repairers</b> - string and repair cable for transmitting messages or television programming. Locate defects in existing systems and replace broken or damaged equipment.	Electrical and Electronics Technicians Radio Mechanics	<b>US Fast Growth</b>  <b>KY OPPORTUNITIES</b> 3,061 Employed in 1998 199 Needed Annually	OJT Apprenticeship Military  Specific Vocational Preparation (SVP) Time: 6 Months to 1 Year	\$32,240
<b>Tellers</b> - handle money transactions for customers of banks or other financial institutions. Cash checks and accept deposits and payments. Payout withdrawals. Balance the day's accounts and wrap money after banking hours.	Cashiers Exchange Clerks	<b>US Very Slow Growth</b>  <b>KY OPPORTUNITIES</b> 8,743 Employed in 1998 375 Needed Annually	OJT Work Related Training Military  Specific Vocational Preparation (SVP) Time: 6 Months to 1 Year	\$17,472
<b>Tool and Die Makers</b> - analyze a variety of specifications, layout metal stock, set up and operate machine tools, assemble parts to make or repair dies, cutting tools, jigs, fixtures, gauges and machinist hand tools.	Die Finishers Machinists Millwrights Mold Makers	<b>US Very Slow Growth</b>  <b>KY OPPORTUNITIES</b> 2,618 Employed in 1998 88 Needed Annually	OJT Apprenticeship  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$38,688
<b>Travel Agents</b> - make travel arrangements which meet clients budget, interests and time schedule. Issue tickets and collect payments.	Hotel Desk Clerks Ticket Agents Transportation Agents	<b>US Very Slow Growth</b>  <b>KY OPPORTUNITIES</b> 737 Employed in 1998 29 Needed Annually	Proprietary Education Associate  Specific Vocational Preparation (SVP)	\$21,009

		Time: 6 Months to 1 Year		
<b>Truck Drivers</b> - [L/C] - haul cargo over long or short distances. Check the condition of the truck before and while traveling and perform maintenance as needed. Ensure that trucks are properly loaded and balanced.	Bus Drivers Freight Handlers	<b>US</b> Fast Growth	Military Proprietary Education Vocational Diploma	Heavy \$28,496
		<b>KY OPPORTUNITIES</b> 28,518 Employed in 1998 1,025 Needed Annually	Specific Vocational Preparation (SVP) Time: 3 to 6 Monts OJT	Light \$20,176
<b>Typists and Word Processors</b> - prepare letters, reports, forms, address and other straight-copy material from rough draft or corrected copy on typewriter or computer with word processing program. May perform clerical duties.	Data Entry Operators Office Clerks Receptionists Secretaries	<b>US</b> Very Slow Growth	Military Proprietary Education	N/A
		<b>KY OPPORTUNITIES</b> 2,782 Employed in 1998 54 Needed Annually	Specific Vocational Preparation (SVP) Time: 30 Days to 3 Months	
<b>Upholsterers</b> - make, fix and rebuild upholstered furniture or repair automobile, boat and airplane interiors.	Garment Fitters Sewing Machine Operators Pattern Cutters Tailors	<b>US</b> Very Slow Growth	OJT Apprenticeship	\$22,464
		<b>KY OPPORTUNITIES</b> 492 Employed in 1998 10 Needed Annually	Specific Vocational Preparation (SVP) Time: 2 to 4 Years	
<b>Veterinarians</b> - [L/C] - diagnose and treat animals for disease and disorder.	Biochemists Biologists Dentists Physicians	<b>US</b> Fast Growth	First Professional Degree	\$69,472
		<b>KY OPPORTUNITES</b> 763 Employed in 1998 41 Needed Annually	Specific Vocational Preparation (SVP) Time: 4 to 10 Years	
<b>Waiters and Waitresses</b> - serve food and beverages to customers, greet patrons, discuss menu, take orders, make out checks and collect payment. May clear and set tables.	Bartenders Bus Persons Counter Attendants	<b>US</b> Fast Growth	OJT	\$13,312
		<b>KY OPPORTUNITIES</b> 22,543 Employed in 1998 1,744 Needed Annually	Specific Vocational Preparation (SVP) Time: 3 to 6 Months	

<b>Water and Waste Treatment Plant Operators</b> - [L/C] - control and maintain equipment that treats water and waste water for a group of users. Monitor control systems, biological processes, adjust valves and duct or control flows.	Sanitarians Stationary Engineers	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b> 1,930 Employed in 1998 72 Needed Annually	OJT Associate  Specific Vocational Preparation (SVP) Time: 6 Months to 1 Year	\$26,000
<b>Welders and Cutters</b> - use heat to permanently join pieces of metal in order to make or repair parts used in a variety of products and construction projects. Some classes of welders require special certification.	Boilermakers Ironworkers Millwrights Pipefitters	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b> 6,322 Employed in 1998 232 Needed Annually	OJT Apprenticeship Vocational Diploma  Specific Vocational Preparation (SVP) Time: 30 Days to 3 Months	\$26,416
<b>Woodworking Machine Operators/Tenders</b> - set up and run machines that cut, surface, shape and join wood to produce finished products.	Brattice Builders Cabinet Makers Carpenters	<b>US</b> Slow Growth  <b>KY OPPORTUNITIES</b> 1,198 Employed in 1998 30 Needed Annually	OJT  Specific Vocational Preparation (SVP) Time: 1 to 2 Years	\$18,720
<b>Writers/Technical Writers</b> - collect and present information to various audiences in clear, easily understood terms through writing skills and knowledge received from interviews, investigation or observation.	Correspondents Free-lance Writers Reporters	<b>US</b> Fast Growth  <b>KY OPPORTUNITIES</b> 410 Employed in 1998 22 Needed Annually	Bachelor's  Specific Vocational Preparation (SVP) Time: 4 to 10 Years	\$48,672

# Make An Employment Kit

Collect the things you may need to obtain employment.



Now you have an "Employment Kit"



Birth Certificate



Social Security Card



Resume



Personal Data Sheet



Names of References and  
Addresses



Work Permit (if applicable)



Driver's License



Transcripts/Diplomas/Degrees/  
Certificates



Letter of Introduction



Letters of Recommendation

## Writing a Job-Winning Resume

A resume is a brief statement of your job qualifications. It is used to persuade a potential employer to grant you an interview and often creates your first impression. In a highly competitive job market your resume will be compared with dozens, sometimes hundreds of others, from which only three to six per job will be considered for an interview. The employer uses your resume to find out:

- Your name and how you can be contacted (*Heading*).
- If you're looking for the kind of job available (*Job Objective*).
- If you have the qualifications needed (*Experience, Work History, and Education*).
- If there are reliable people willing to verify the qualifications you have presented (*References*).
- If your outside interests support and enhance your work (*interests*, optional).
- Examine the resumes on the next pages for examples.

The process of screening a stack of resumes for qualified applicants to interview is like leafing through a magazine. If an add or article catches your attention you'll look at it more closely, even read it. Your qualifications should stand out on your resume and catch the screener's attention. The screener won't generally read every word of a long, wordy, unattractively formatted resume to find hidden information. Therefore, your resume should:

- Be brief (One page if possible).
- Include only information relevant to the job you are seeking.
- Be attractively laid-out and printed.
- Highlight your qualifications.
- Be accurate (true information, correct spelling and grammar, and no typographical errors).

The *format* of your resume (how the information is set up) should get careful consideration. There are three basic formats to choose from: chronological, functional, and combined. It's important to know which format is right for you.

### CHRONOLOGICAL

The chronological is the standard or most typical resume format. It lists your experience under the specific jobs you've held in chronological order beginning with the present or most recent position. Many employers prefer this format but it should only be used if:

- The jobs you've held are in the same or related fields to the job you're seeking.
- Each position shows increased levels of skills and/or responsibility.
- You've held less than five positions in your entire work history.

### FUNCTIONAL

The functional format emphasized the skills you have to offer the employer at this time, rather than the jobs you've held in the past. This format serves you best if you are:

- A new graduate entering the job market for the first time or a new field after retraining;
- A student applying for a co-op or internship position or using a resume as part of your college application (often requested);
- A person re-entering the work force after years out of the formal job market;
- A person who has held many jobs in various different fields;
- A mid-career change whose previous jobs have been in unrelated fields.

### COMBINED

The combined functional and chronological is the most effective format for most job seekers. It highlights your skills or abilities under *Experience* so that whoever is screening the resume knows at a glance that you are qualified for the job. It also, *briefly* lists the jobs you've held. This establishes your reliability by showing the employer you are capable of holding a job for a reasonable period of time whether or not it is related to the job you are seeking.

### TIPS

- If there are *gaps of unemployment* in your work history, you can list the position and company first and place the dates of employment in parentheses at the end.
- If you've held many short term jobs you don't have to include all of them. List the ones held for a year or more, the ones held longest or the most similar to the job for which you are applying.
- On the following pages you'll find examples of all three. Choose the format which presents you in the most positive way to the potential employer.
- Notice how the various category headings stand out on all of the examples. By *highlighting*, you make it easier for the decision-makers to quickly identify your qualifications during the resume screening, which improves your chances of being selected.
- To learn about writing your resume so that it will be suitable for electronic scanning or on-line job application, read the upcoming section on The Electronic Job Search

Developing a *job-winning resume* takes careful consideration of your qualifications as they relate to the job you are seeking. You may want to get the assistance of an employment advisor or career counselor at your training site, a local college or university career center; state employment office, one-stop center, or even on the Internet. Most of these sites have services to help you in your employment search. You may need two or more job-specific resumes, if your background qualifies you for jobs in more than one field.

The time and effort you spend developing a job-winning resume is a sound investment future!

## Ima Cooke

2211 Sycamore Avenue  
Bloomington, IN 50206

508.555.0741  
ICooke1@aol.com

### Executive Chef

#### Professional Experience

1995 - present

Chief/Caterer  
IN

Events Are Us, Bloomington,

- < Catered wide range of events from picnics to formal dinner parties.
- < Contracted services for parties and events; held account for Bloomington Convention Center.
- < Managed all catering services for major national conventions.
- < Developed annual business sales exceeding \$350,000.
- < Supervised staff of fifty; organized jobs; ordered, prepared, and delivered food.

1990 - 1995

Night Chef  
OH

Mariott, Inc., Cincinnati,

- < Managed a five chef kitchen for a local Mariott hotel.
- < Received a four-star rating from the American Automobile Association.
- < Hired, trained, and supervised kitchen personnel; maintained payroll, monitored performance.

1986 - 1990

Partner/Owner  
KY

Kermit's Kove, Louisville,

- < Developed a menu specializing in Cajun food, featuring frog legs.
- < Managed kitchen and supervised staff.
- < Took over faltering business and increased profit by 300% in 4 years.

#### Education

Jefferson Community College  
1986 Associate of Applied Science in Culinary Arts

#### Professional Affiliations

Member, Restaurteurs Association of America (RAA), 1987 - present  
Member, Bloomington Junior Chamber of Commerce, 1995 - present  
President, American Caterers Association (ACA), Bloomington Chapter, 1997-present

**REFERENCES:** Available upon request

(Chronological Format)

## Barry Wordcrafter

7988 Windy Court  
Louisville, KY 40202

502.555.6292  
bwc123@aol.com

**Objective:** Co-op or Internship in radio or print media utilizing exceptional skills in written and oral communication and insider knowledge of indi and alternative rock culture.

#### Education:

- duPont Manual High School - (3.5 GPA), 1996-present  
Communication/Media Arts magnet program
- St. Francis of Goshen School - (3.8 GPA) - 1989-1996

#### Accomplishments:

Crimson Newspaper staff reporter/photographer	1998-1999
Louisville Visual Arts Association	1989-present
Student Council Vice President	1995-1996
Yearbook/Newspaper Editor	1995-1996
Governor's Cup Placed in English Composition, Language Arts, and Quick Recall	1093-1996

#### Special Skills:

- **Computer** - Excellent skills in word-processing, desktop publishing using Microsoft Works and utilizing the Internet for research and telecommunication.
- **Leadership** - Skilled at organizing time and people to accomplish tasks.
- **Writer** - Short stories, poetry, articles, and reviews. Have interviewed many independent artists for small local magazine and two-time school winner of Young Authors Competition.
- **Musician/Composer** - Play guitar, bass, drums, keyboard and compose original musical compositions with my all-star band, the Louisville Pop Explosion!

#### Work Experience:

<b>1998-Present</b>	<b>Sales Associate</b> - Earextacy Record Store, Bardstown Rd., Louisville, KY
<b>1993-1998</b>	<b>Child Care</b> - Four years experience providing care for children ages birth to ten.

**References:** Available upon request

(Combination Format - High School Senior)

**Woody B. Strong**

391 West Main Street      Lexington, KY 40202      502-555-1979

**JOB OBJECTIVE:** Carpenter's Assistant

**TRAINING:**      Carpenter's Assistant Certification 1999  
Home Builders Association/WIA  
Lexington, KY

GED Obtained in 1997  
Fayette County Adult Education  
Lexington, KY

**SKILLS:****Framing**

Skilled in framing walls, windows, floors and roofs.

**Surface Construction**

Have experience in installing and applying a variety of interior and exterior wall surfaces, including dry wall, tar paper and paneling.

**Finishing**

Have applied a variety of finishing products including drywall, finishing tape and compound, paint, stucco, shingles, and trim.  
Skilled in hanging wall paper.

**Laborer**

Have experience working as a laborer in road, indoor and outdoor maintenance, and building construction.

**WORK HISTORY:**

Laborer on a variety of short term and seasonal jobs.      (1996 - Present)

**REFERENCES:** Available upon request

(Functional Format)

**Joan H. Ardworker**

777 Optimistic Road < Louisville, KY 40292 < (H) 502.555.7654 < (O) 502.555.3210 < jhard1@aol.c

**CAREER OBJECTIVE:** Assistant Plant Manager in the manufacturing industry.

**BACKGROUND SUMMARY**

Production Engineer with over 12 years of comprehensive experience in plant operations, quality assurance, administration, and excellent supervisory skills in the automobile manufacturing industry.

- < Lead a diverse work team which innovated and implemented a training program responsible for decreasing production time by 45% and plant safety hazards by 63% during a three year period.
- < Received the Corporate Gold Commendation for introducing state-of-the-art ergonomic production practices, which saved the company over \$2.5 MM in production costs.
- < Coordinated the implementation of a \$3MM production equipment upgrade decreasing production downtime by 20% in the first year.
- < Excellent written and verbal communication skills and proven leadership ability.

**PROFESSIONAL EXPERIENCE****Ford Motor Co. Truck Plant  
Louisville, KY****Quality Assurance Manager**

**1997 - Present**

- < Managed all quality assurance efforts for an automobile manufacturing plant of over 2,500 employees, leading a diverse, inclusive plant-wide quality assurance team in an industry award winning project.
- < Supervised staff of 12 clerical, technical and professional members.

**Production Engineer**

**1990 - 1996**

- < Identified and implemented production process improvements.
- < Designed and/or selected and oversaw the installation of new production equipment.
- < Trained supervisors and machine operators in the operations and processes.
- < Responsible for observing and trouble-shooting various production operations, designing, testing and implementing process improvements for increased productivity, quality and safety.

**Engineering Cooperative Education Internship**

**1989 - 1990**

**EDUCATION**

**University of Louisville, Speed Scientific School**

**Louisville, KY**

Master of Engineering (4.0 GPA)  
Bachelor of Applied Science (3.9 GPA)

May 1990  
May 1989

**INTERESTS**

Electronics, computers, small engine repair, and maintenance.

(Combined Format)

## COMPUTER-FRIENDLY RESUMES

Large companies and college career centers, around the country, are turning to computer *job/applicant tracking systems* to screen, sort and select job applicant's resumes. The *Internet* has also become an important resource for advertising and applying for jobs using the same type of technology. To move your resume effectively through these systems and across the Internet, it is important to use a computer friendly, *electronic text resume* format.

Like the *print resumes*, previously discussed, the *electronic text resume* can have a *chronological, functional or combined format*. However, *highlighting*, (using bold, italic, underline, bullets and centering) while greatly enhancing appearance and content of the *print resume*, can distort an electronic resume and make it harder for the system to identify your *key job qualifiers*. The following tips will help you to create a job-winning electronic text resume by just slightly modifying your print format:

1. The resume should be *formatted in plain ASCII text*, removing all *highlighting and tabs* with all information aligned to the left (see the following example).
2. *Electronic resumes* are sorted and ranked by the number of *keywords* or terms for which employers program their systems to search. These include *job titles, skills, accomplishments, education, etc.* It is wise to load your resume with as many *keywords* as possible and even create a section for *keywords*. Specific computer applications and any word you can legitimately claim which appears in the job description should be included.
3. *Limit line size* to 65 or fewer characters (including spaces) or it may end up looking weird.
4. *Think before you write!* Your *electronic resume* takes on a life of its own when it hits cyberspace and may be viewed by any number of employers and others. You may want to include only your name and e-mail address as identifiers and use descriptors, such as "a large retail chain," rather than actual names of past employers for security, until an actual employer contact has been made.

Most students and others can access computers at home, school, local libraries, or job centers. Most any basic word processing program can be used to create a professional appearing resume. It is a good idea to save your resume to the hard drive or diskette in both *print and electronic text formats*. If you do, be sure that you use a different file name or file extension to differentiate the two resumes so that one doesn't overwrite the other when saved. For example: *myresume.doc* and *myresume.txt* would represent two different formats of the same file, *myresume.doc* would be the *print resume* file, and *myresume.txt* would be the *ascii text* file you would use for the *electronic resume*.

Ima Cooke  
lCooke1@aol.com  
Executive Chef

### Work Experience:

1995 - present Events Are Us, Bloomington, IN  
Chief Caterer

- >Catered wide range of events from picnics to formal dinner parties.
- >Contracted services for parties and events; held account for Bloomington Convention Center.
- >Managed all catering services for major national conventions.
- >Developed annual business sales exceeding \$350,000.
- >Supervised staff of fifty; organized jobs; ordered, prepared, and delivered food.

1990 - 1995 Mariott, Inc., Cincinnati, OH  
Night Chef

- >Managed a five chef kitchen for a local Mariott hotel.
- >Received a four star rating from the American Automobile Association.
- >Hired, trained, and supervised kitchen personnel, maintained payroll, monitored performance.

1986 - 1990 Kermit's Kove, Louisville, KY  
Partner/Owner

- >Developed a menu specializing in Cajun food featuring frog legs.
- >Took over faltering business and increased profit by 300% in 4 years.

### Education:

Jefferson Community College  
1986 Associate of Applied Science in Culinary Arts

### Professional Affiliations:

Member, Restaurateurs Association of America (RAA), 1987 - present  
Member, Bloomington Junior Chamber of Commerce, 1995 - present  
President, American Caterers Association (ACA), Bloomington Chapter, 1997-

### REFERENCES: Available upon request

### Keywords:

Executive Chef  
Kitchen Management  
Catering  
Account Management  
Business Sales  
Scheduling Plus  
Quicken  
Microsoft Word for Windows

(Electronic Text Resume  
Chronological Format)



## Cover Letter Cues

1. Use the same neutral-tone, textured stationary, with the same business heading as your resume.
2. Individually word process and personalize each cover letter using the employer's (contact person's) name, title and address whenever possible.
3. Date all cover letters.
4. It's always best to use the employer's name in the salutation (Dear Ms., Mr., or Dr. \_\_\_\_ ). When not available an acceptable alternative is "Dear Prospective Employer." Gender-linked salutations (Dear Sir) are no longer acceptable.
5. Keep cover letters to one page in length.
6. Paragraph 1: The first paragraph should contain information about the source of your job lead and a brief introductory statement. Newspapers and other print media source titles should always be underlined and dated.
7. Paragraph 2: Briefly list some of your qualifications in terms of how they can benefit the employer with quantifiable measures of success included, whenever appropriate.
8. Paragraph 3: Positively state what you know about the company/position and include indicators of good fit or special interest (may be included in previous paragraph).
9. Paragraph 4: Conclude with a strong follow-up, expressing your desire for a personal meeting and that you will be calling.
10. Personally sign each letter.
11. Indicate enclosure for resume at the bottom of the page.
- 12. Always double check grammar and spelling!!!**

## **Joan H. Ardworker**

---

777 Optimistic Road · Louisville, KY 40292 · (H) 502.555.7654 · (O) 502.555.3210 · jhard1@aol.com

Mr. I. M. Portant  
Plant Manager  
Big Machines, Inc.  
555 River Front Parkway  
Louisville, KY 40215

February 26, 1999

Dear Mr. Portant:

I am writing in response to your February 25, 1999 *Courier Journal* classified ad seeking applicants for the position of Assistant Plant Manager. As a Production Engineer with over 12 years of comprehensive experience in plant operations, quality assurance, and administration, as well as a life-long enthusiast of Big Machines, Inc., products, this position immediately caught my attention.

My attached resume details my professional qualifications which appear to fit your advertised position description extremely well. As Quality Assurance Manager at the Ford Motor Truck Plant, I have lead a diverse work team which innovated and implemented a training program responsible for decreasing production time by 45% and plant safety hazards by 60% over a three year period, saving the company approximately \$2.5 MM. I am truly energized by this type of challenge, which allows me to utilize both my leadership and technical skill to solve complex production problems and increase productivity.

In addition, I have owned a Big Machine for the past 15 years, enjoy providing all of the maintenance on it, myself, and have found it to be a product of the highest quality. With my background, experience, and enthusiasm for Big Machines, I believe that I could be a real asset to your company.

I would greatly appreciate the opportunity to meet with you, share information, and learn more about the position of Assistant Plant Manager. I will call to arrange a meeting at a time convenient to you early next week. Your consideration would be+ greatly appreciated!

Sincerely,

*Joan H. Ardworker*  
John H. Ardworker

Enclosure

(Sample Cover Letter)

## Finding Job Leads

According to a US Department of Labor study, four out of five jobs filled everyday are never advertised. Only 15-25% are ever advertised through any of the "traditional" sources, including classified ads, state employment service, private employment agencies, or school and college placement offices. The other 75-85% of the available jobs may be accessed through the informal or "Hidden Job Market." Most job seekers limit their search for job leads to the traditional sources listed above and it's important to check these sources regularly.

### Locating Hidden Jobs

The best method of locating job leads is through "networking." You can begin to develop a job leads "network" by making a list of people who know you by name and are friendly with you. It's helpful to break this list down into categories like friends, relatives, school contacts, work contacts, etc. Before contacting anyone, be sure you have a clear idea of what you have to offer and what you want. Don't assume people who know you will automatically know what your skills are. It helps to write this information down in a brief, clear statement you can review before making your network contacts. For example:

"I just completed my training in auto mechanics at Kentucky Tech where I learned to work on American and foreign-made cars, using hand and power tools and do expert tune-ups. You know I've always been reliable and good with people. I was hoping you might know of a job opening in my field or someone else who would."

You may want to contact people on your network list in person or by phone. Your conversation should include the following information:

1. Greeting and small talk
2. What you have to offer
3. How they can help
4. Request for names of others who might know of job openings
5. Call back arrangements

Be sure to write down all important information, names, and phone numbers of others you may add to your network. If you get only two referrals from each person on your original list, each referral provides two more and so on, imagine the numbers of people you could reach.

Networking helps you meet potential employers you would not find using any other method. These potential employers are a friend of a friend of a friend. They are willing to see you for this reason. It's a simple idea and it does work! More people get jobs through who they know, their "network," than any other source.

### Let Your Fingers Do the Walking

Another effective way of finding job leads is through making direct contact with potential employers. You can access 100% of the jobs in any given job market through the Yellow Pages of your phone book. Begin by considering all the types of organizations which employ people with your skills. Under which Yellow Pages headings (e.g., service stations, automobile dealerships, car rental agencies, etc.) would you look to find these organizations? Each listing is a potential employer.

Decide for which type of potential employer you would most enjoy working and begin calling businesses listed under that heading. Call each one and ask to come in for an interview. Again, it's important to prepare a statement of your qualifications and practice it before making any calls. For example:

"Good morning Mr. Head, my name is Joe Ardworker. I'm interested in a position as an auto-mechanic. I just completed a two-year program at Kentucky Tech where I learned to work on American and foreign cars, using hand and power tools, and do expert tune-ups. I've also worked in a service station for two years where I got hands-on experience. I'm reliable and very good with customers. When can I come in for an interview?"

You'll improve your chances of success by following the steps listed below when phoning potential employers.

1. Greet and give your name to whoever answers the telephone.
2. Ask for the name of the department head of the unit where people with your skills work. Then ask to speak with that person.
3. Greet and give your name to the department head and call him/her by name.
4. Give your qualification.
5. Tell him/her who referred you (if anyone).
6. Ask for an interview. If you get one, thank him/her and you're done for now. If not, follow the remaining steps.

7. Repeat the request to meet and discuss career opportunities available now or in the future.
8. Ask for other job leads in the area.
9. Thank him/her for the information and ask if you may call back at a later time.

Networking and direct telephone contact with employers are excellent methods of locating unadvertised job leads. In both cases, it's important to present yourself and your qualifications in the most positive way possible. It's also important to maintain a log to record all of your contacts and the outcome of each contact, because a few initial calls can lead to hundreds of network contacts if your approach is working. If your approach is not working, you could probably benefit from a job search skills-training program or workshop. These programs can last from a couple of hours to several weeks. For information on programs in your area, call your local branch of the state employment service, your school counselor, nearby community college, or university career center.

### **Job Leads are Everywhere!**

Job leads are all around you if you are "tuned in." Let everyone you meet know you are looking and you are qualified for a job. For example: Grocery store checkers, gas station attendants, and letter carriers are people who know you on a casual basis and make hundreds of contacts with whom they make "small talk" every week. This makes them excellent "network" contacts.

When you drive down the street, look for new businesses opening soon. When you read the newspaper, you can learn more about potential jobs from the business and metro sections than the classified ads. Any social event becomes an opportunity to make "network" contacts. Job leads are all around you if you're "tuned in" and can present yourself in a positive way.

## **The Interview**

- |                                     |  |
|-------------------------------------|--|
| <b>BE PREPARED</b>                  | <ul style="list-style-type: none"><li>- Practice! Practice! Practice!</li><li>- Anticipate possible questions and practice answers to each of them.</li><li>- Research - know something about the company before the interview.</li><li>- Prepare questions to ask in the interview.</li></ul>   |
| <b>BE PUNCTUAL</b>                  | <ul style="list-style-type: none"><li>- Don't just be on time, be early.</li></ul>   |
| <b>LOOK GOOD</b>                    | <ul style="list-style-type: none"><li>- Go to the interview neat and clean.</li><li>- Dress conservatively and comfortably.</li><li>- Avoid heavy make-up and trendy or flashy clothes or jewelry.</li></ul>   |
| <b>WATCH YOUR<br/>BODY LANGUAGE</b> | <ul style="list-style-type: none"><li>- Offer a firm handshake.</li><li>- Stand or sit erect but comfortably.</li><li>- Sit down only after offered a chair.</li><li>- Lean forward in your chair and relax.</li><li>- Don't fidget.</li><li>- Use eye contact.</li><li>- Don't grin, but smile as you would in any conversation.</li></ul>                    |
| <b>CARRY A PORTFOLIO</b>            | <ul style="list-style-type: none"><li>- Show the interviewer that you plan ahead.</li><li>- Bring all necessary information and more:<ul style="list-style-type: none"><li>- resume,</li><li>- letters of recommendation,</li><li>- samples or pictures of your work (if appropriate)</li></ul></li></ul>  |
| <b>BE ENTHUSIASTIC</b>              | <ul style="list-style-type: none"><li>- Have an absolutely positive attitude in the interview.</li><li>- Be friendly, but not too familiar.</li><li>- Don't be negative about anything.</li><li>- Sell yourself - the difference between bragging and self-confidence is enthusiasm.</li><li>- Use eye contact and voice expression to your benefit.</li></ul> |
| <b>SAY THANK YOU</b>                | <ul style="list-style-type: none"><li>- At the end of the interview, thank the interviewer for the time.</li><li>- Follow-up with a brief thank you note that:<ul style="list-style-type: none"><li>- reviews points brought up in the interview, and</li><li>- adds ideas you forgot to mention.</li></ul></li></ul>  |

## Keeping the Job

Getting the job is the first step - keeping the job is the real test. The importance of getting started on the right foot cannot be over emphasized. Learn what the employer expects from you and understand the company policies.

Here are some ways to help you keep your job:

- Cooperate to get a task done.
- Be willing to compromise.
- Do your share of the work.
- Be willing to learn from others and consider suggestions.
- Be polite and friendly - good manners cost you nothing but will gain you a lot of respect.
- Be sensitive to feelings of others.
- Help make your workplace a pleasant environment.
- Avoid gossiping, taking sides, complaining, and questioning the way everything is done.
- Give help when needed.
- Be honest - if you make a mistake, admit it and try harder.
- Be flexible.

Many workers discover their first job is not as exciting as they thought it might be. Keep a positive attitude and improve your skills. This will prepare you for more challenging work.

## Career Development Process

There are four steps involved in the Career Planning Process. Understanding and following the career development process ensures successful career transitions.

### PROCESS

### RESOURCES

#### Know Yourself

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>a. Identify interests and personality type</li><li>b. Assess skills and abilities</li><li>c. Assess life experiences and educational background</li><li>d. Clarify values</li><li>e. Determine lifestyle expectations</li></ul> | <ul style="list-style-type: none"><li>- Kentucky Career Information System (KCIS)</li><li>- Armed Services Vocational Aptitude Battery (ASVAB )</li><li>- Career Centers</li></ul> |
|---|--|

#### Gather Career Information

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>a. Research career fields using known reliable resources</li><li>b. Explore career possibilities</li><li>c. Identify required training and education</li><li>d. Explore work environment, salary, and employment outlook</li><li>e. Conduct information meetings and / or job shadowing</li></ul> | <ul style="list-style-type: none"><li>- Kentucky Career Information System</li><li>- Publications<br/><i>Kentucky Career Guide, Futures, Postsecondary Education Opportunities, Licensed Occupations, Getting In,</i></li></ul> |
|---|---|

#### Make The Decision

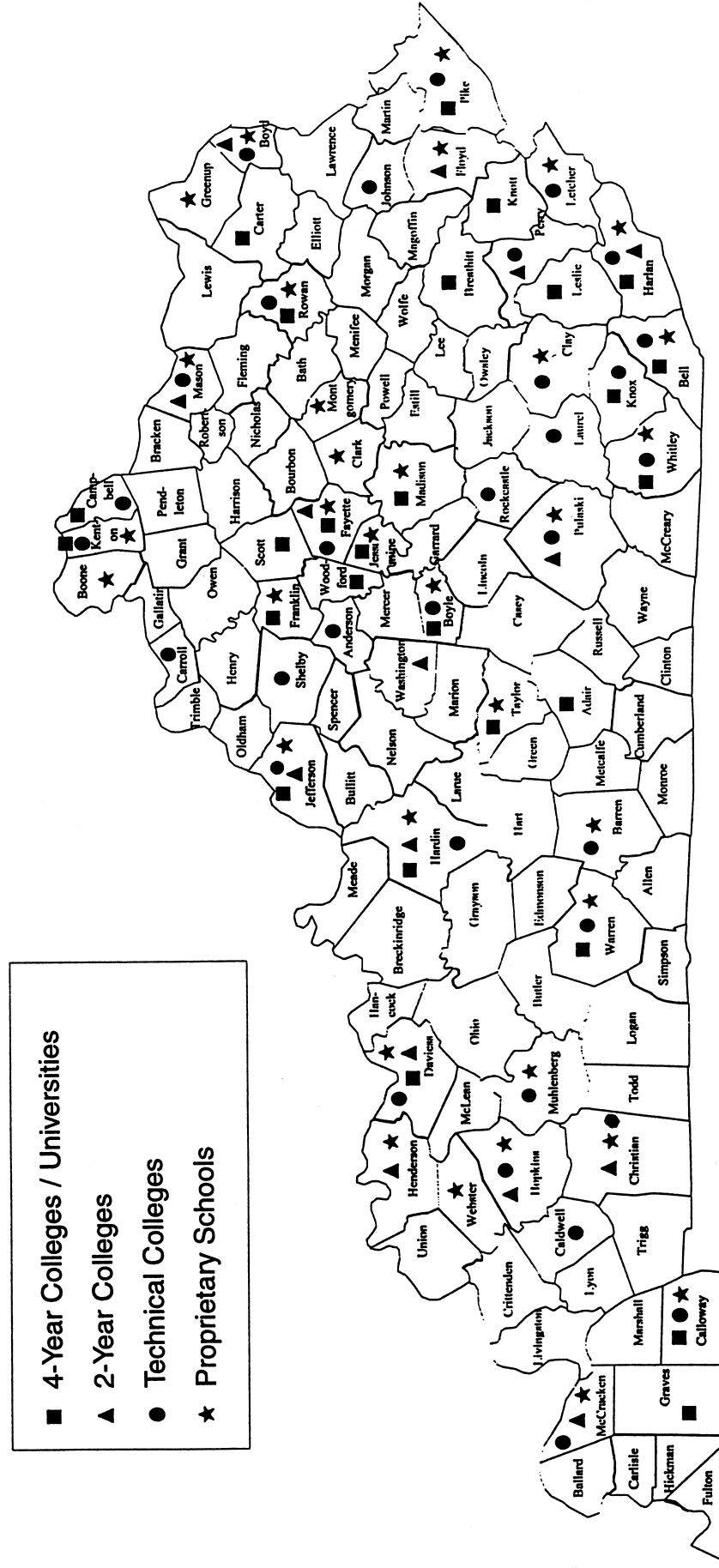
- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>a. Combine self knowledge with career information</li><li>b. Develop and practice decision making / action planning skills</li><li>c. Set short-term, realistic goals</li><li>d. Always have an alternative plan</li></ul> | <ul style="list-style-type: none"><li>- Kentucky Career Information System</li><li>- One-Stop Career Centers</li></ul> |
|--|--|

#### Conduct a Job Campaign

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>a. Prepare a resume</li><li>b. Learn job search techniques</li><li>c. Develop a network</li><li>d. Practice interviewing skills</li><li>e. Contact employers</li></ul> | <ul style="list-style-type: none"><li>- Career Centers</li><li>- One-Stop Career Centers</li><li>- Department for Employment Services Programs / Local Offices</li><li>- Networking</li></ul> |
|--|---|

Available in your counseling offices

# Postsecondary Education Program Providers



**Note:** Only one of each type of symbol is placed in the appropriate counties regardless of the number of schools in the county for each category.